

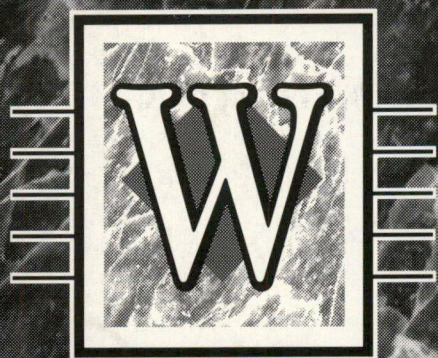
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Administrative Assistant Program .....	984-4959
Admissions .....	984-4913
Adult Basic Education .....	984-4971
Adult Special Education .....	984-1759
Advising Centre .....	984-4990
Alternative Career Training .....	984-1711
Alumni Relations .....	984-1765
Applied Business Technology .....	984-4959
Applied Information Technology (Infotec) Program .....	984-1727
Art .....	984-4911
Asia Pacific Management Co-op Program .....	984-4981
Athletics and Recreation .....	984-4977
Bookstore .....	984-4972
Business Administration General Information .....	984-4960
Co-op Education .....	984-1735
	or 983-7557
Business Fundamentals Program .....	984-4959
CANASEAN Program .....	984-1706
Capilano College Foundation .....	983-7566
Capilano Review .....	984-1712
Career Access Centre .....	984-1784
Cashiers' Office .....	984-1786
Child Care Centre .....	984-4950
College Relations .....	984-4983
Commercial Animation Program .....	990-7820
Communications .....	990-7820
Computer Services .....	984-4952
Continuing Education .....	984-4901
Contract Services .....	984-4920
Counselling .....	984-1744
Courier Newspaper .....	984-4949
Deans' Offices Arts .....	984-1747
Business, Human Services & International Education .....	984-4923
College/Community Partnerships .....	984-4924
Science & Media Technology .....	984-1748
Student Services & Foundation Programs .....	984-1749
Disability Services .....	983-7526

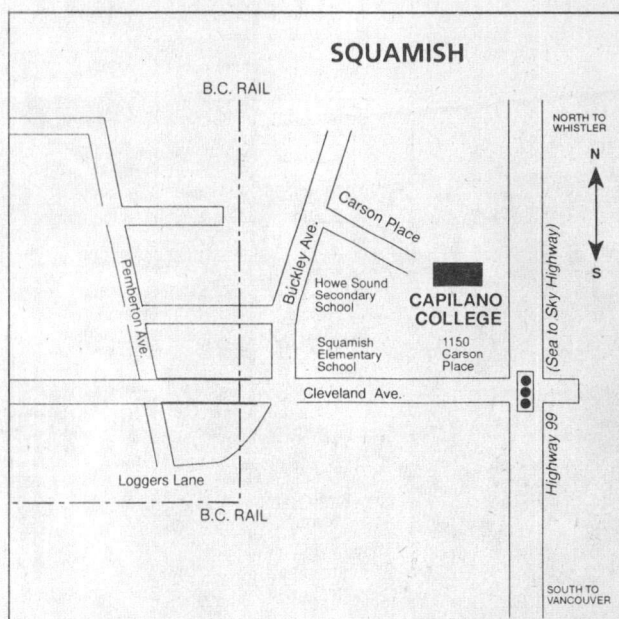
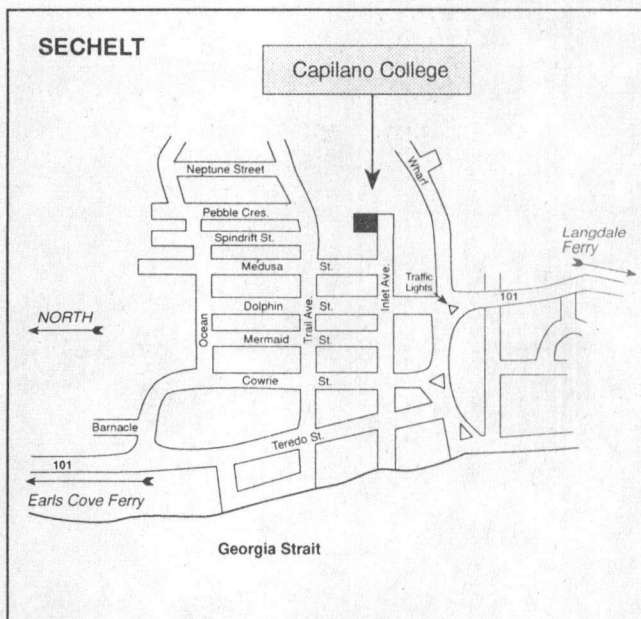
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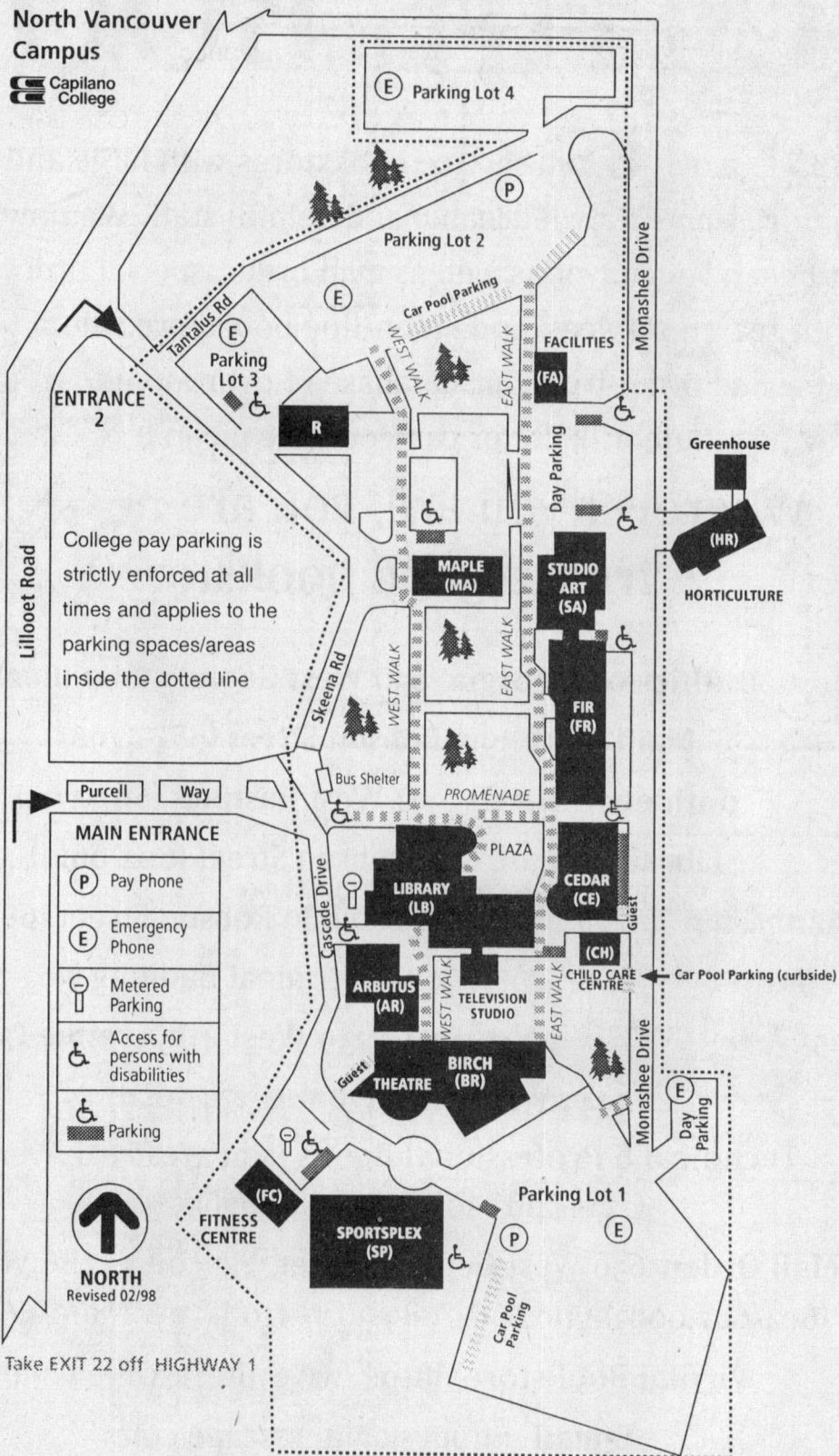


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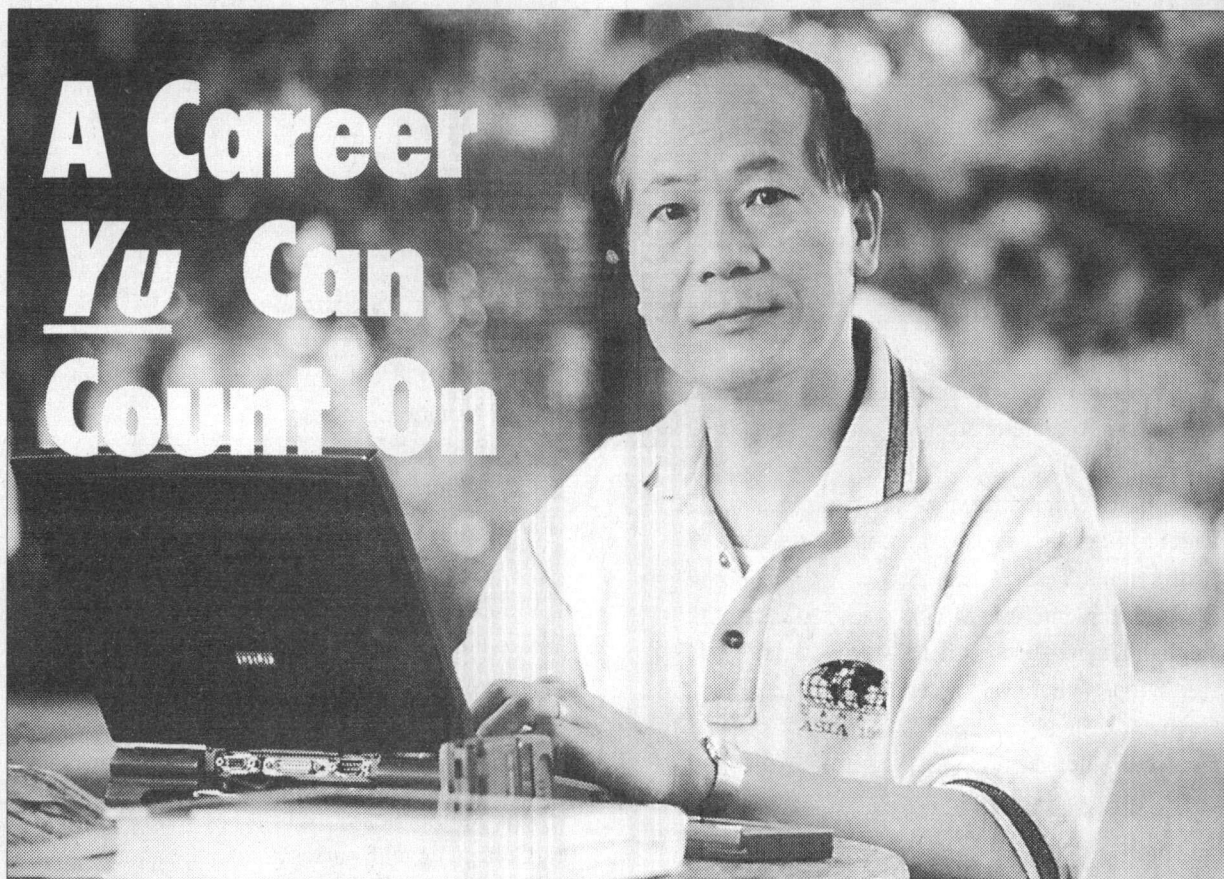
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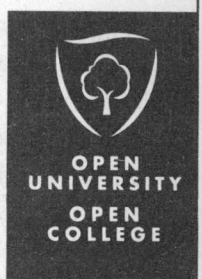
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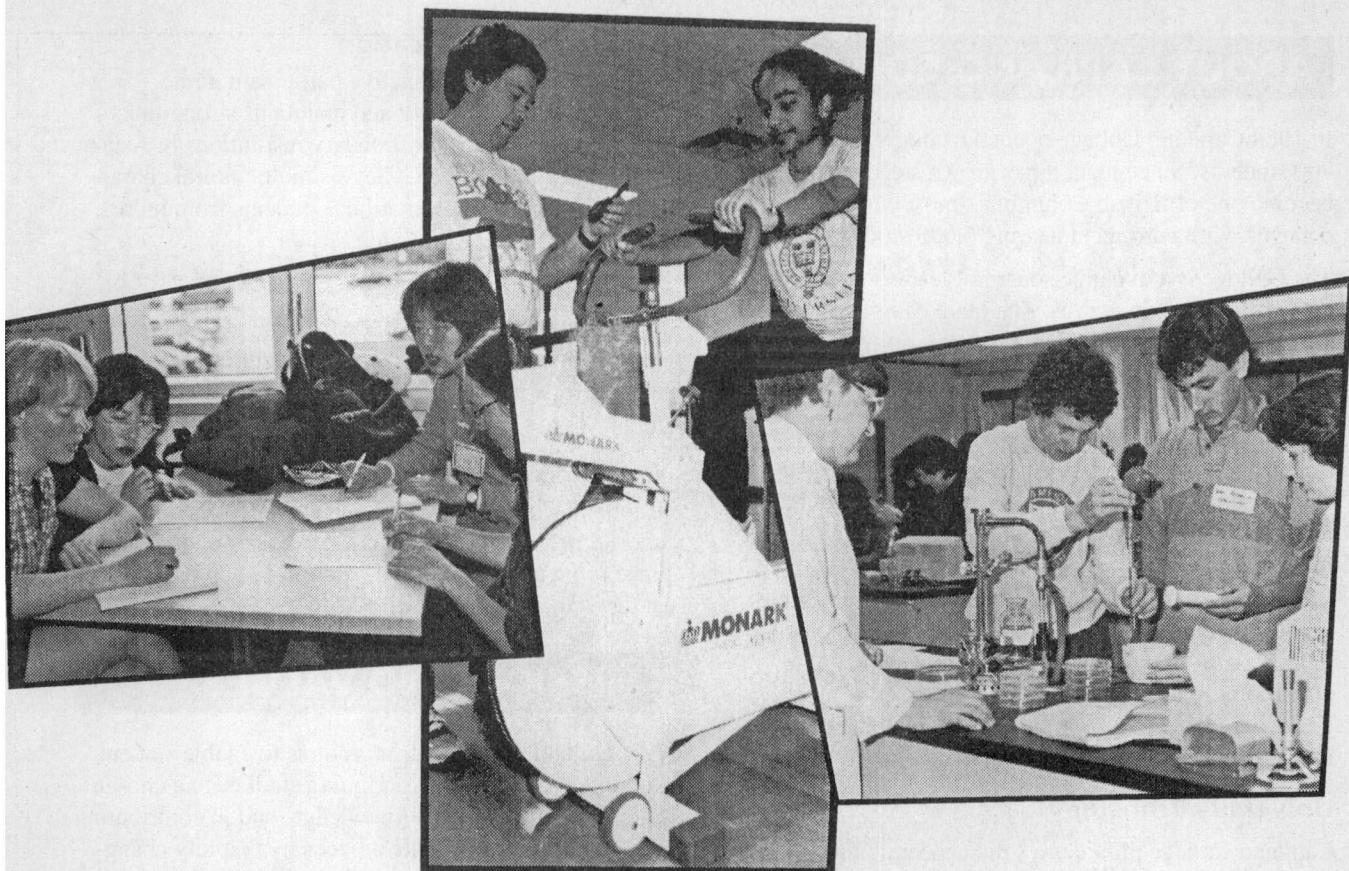
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## ABOUT CAPILANO COLLEGE

In 1968 Capilano College opened its doors to just over 700 students. Since then, it has grown steadily to become one of British Columbia's most outstanding colleges, with enrolment nearing 6,000 students.

The College is a dynamic source of leadership within the communities it serves. The main campus is in North Vancouver, nestled in a natural setting on the slopes of the North Shore mountains. Regional campuses in Squamish and Sechelt provide educational opportunities to students in the communities of Howe Sound and the Sunshine Coast. Approximately 40 per cent of student enrolment comes from the rest of the Lower Mainland, British Columbia, Canada and around the world.

Capilano College has earned a reputation for teaching excellence and innovation. Faculty members are experts in their fields and bring extensive knowledge to the classroom. In support of a wide range of educational goals, the College offers a quality learning experience in a variety of program areas:

### University Transfer

Capilano College provides a solid academic foundation that can lead to many educational and career opportunities. The College offers a wide range of courses which are transferable to universities in British Columbia and elsewhere in Canada. Capilano College offers several options, including:

- Associate degrees in Arts or Science
- Bachelor degrees, offered in partnership with the Open University: Bachelor of Music in Jazz Studies, Bachelor of Music in Music Therapy, Bachelor of Administrative Studies, and Bachelor of Tourism Management
- Post-baccalaureate programs in Environmental Science and Asia Pacific Management.

### Career/Vocational Programs

Capilano College offers a variety of employment-oriented programs leading to certificates, diplomas and degrees. They are constantly reviewed to ensure that students are taught the latest techniques and skills required in today's workplace. Advisory committees, composed of business and community leaders and employers, advise on the content of all career and vocational programs.

### Preparatory Courses

The College offers a full range of preparatory courses to assist students in meeting their educational and career goals. After upgrading or refreshing their skills, students may seek employment or move into a career program or university transfer courses.

### International Education

Capilano College is an active participant in the international community and maintains strong links with a number of post-secondary institutions in Asia Pacific countries. The College's multicultural character is enhanced by international students from more than 40 countries worldwide.

### Continuing Education

Each year, thousands of students enrol in non-credit courses, seminars, workshops and lectures for personal and professional development, or just for pure enjoyment.

### Contract Services

Capilano College specializes in flexible, customized, short-term training, adapted for the classroom, conference room or computer lab, and offered on-campus or at the worksite.

## MISSION AND VALUES

At Capilano College our mission is to enable student success in current and continuing studies, in a chosen career, in the pursuit of knowledge, and in contributing effectively as responsible citizens in a rapidly changing and diverse global community.

To accomplish its mission, Capilano College strives to produce a dynamic and secure learning environment committed to excellence in education and to equity of access. It seeks to offer, either selectively within its own resources, or more broadly in partnership with others, high-quality and flexible preparatory, academic, career and vocational programs that provide opportunities for a wide range of students. It does so in the context of the following values:

### Students

Student needs are the first concern of Capilano College. The College values the diverse backgrounds and cultures from which our students come and strives to provide curricula and support services that will sustain all students' personal growth and cultural enrichment. It believes that students should leave the College with the knowledge, skills and attitudes that will enable them to become independent learners and thinkers; with enhanced skills in literacy, numeracy, and critical thinking, and with a positive attitude toward learning. The College expects and values the commitment of students to the learning process and to the maintenance of secure and supportive learning conditions.



## Community

The College is an important resource in the educational, economic and cultural life of all the communities it serves.

It recognizes the unique needs of its regional centres, and of the diverse populations served by its programs. The College offers its expertise and leadership by actively helping all its communities anticipate future problems and opportunities, and actively seeking partnerships to meet those needs which are identified. The College serves as a model for its community by providing equality of access to its services, its facilities and its employment opportunities.

## Employees

The College values everyone involved in the teaching and learning process.

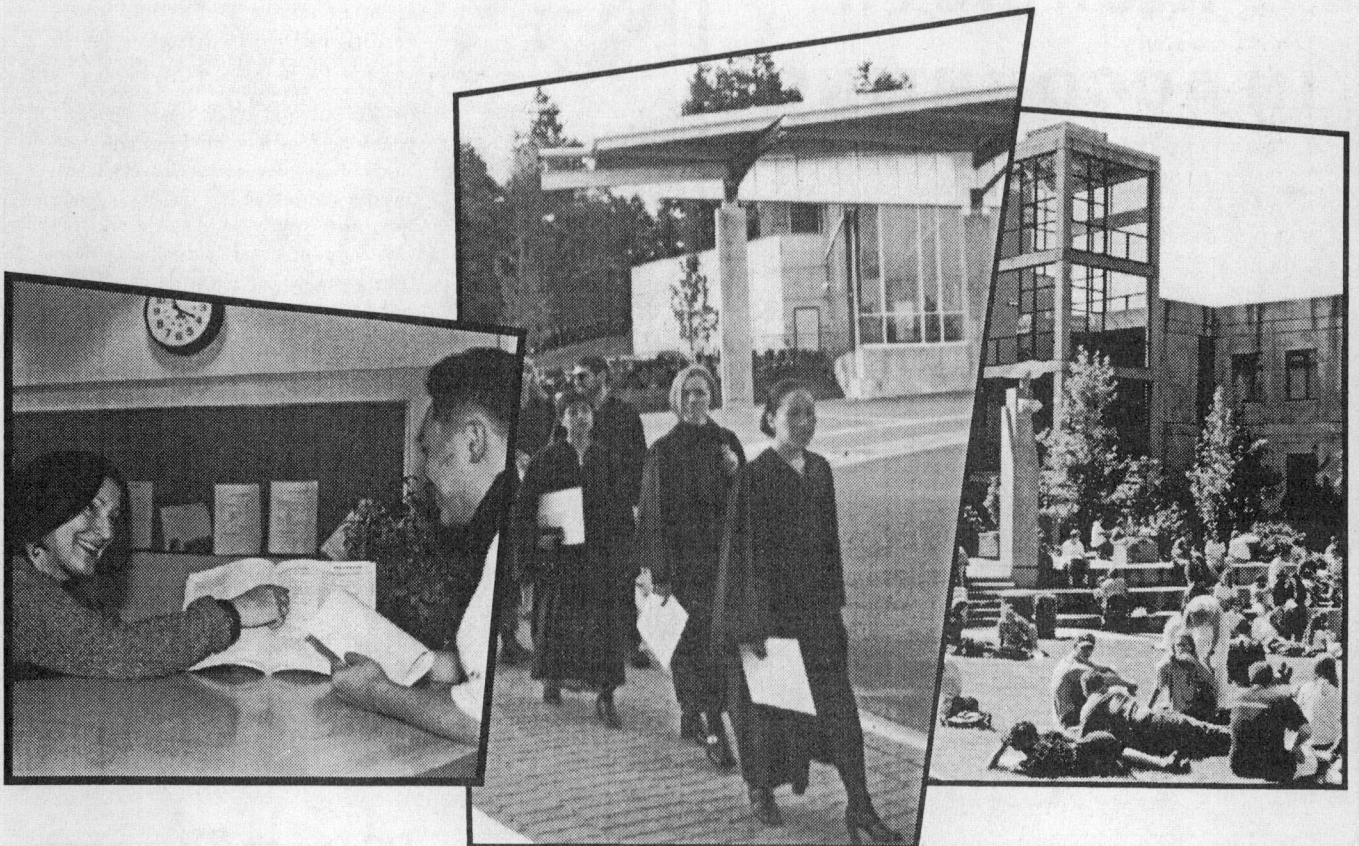
It regards its employees as its greatest assets in providing excellent programming and services. The College recognizes that faculty, staff and administrators serve as active models of citizenship, scholarship and professionalism, and expects that they will work together in a responsive, equitable, and collegial manner. The College strives to establish and maintain exemplary teaching, learning, and working conditions.

## Accountability

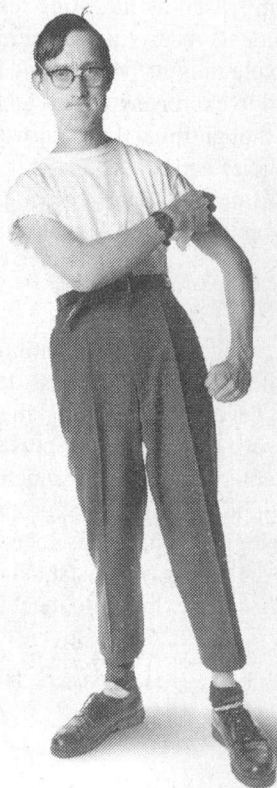
The College is accountable fiscally, educationally, and socially. It commits itself to allocating resources fairly to ensure that students receive an education suited to their needs; to explaining its policies and achievements to the public; and to exercising its influence within the community in a thoughtful and ethical way. To this end it establishes policies and procedures that reflect the best standards of financial management, graduate assessment, personnel practice, and environmental stewardship.

## Innovation

The College encourages rigorous, continuing analysis and evaluation of its own effectiveness. It supports those wishing to develop instructional methods and curricula to improve the teaching of present programs and to meet the emerging needs of students and the community. It supports the use of appropriate partnerships and technologies to meet these needs. The College accepts the reality of constant change and the need for planning and flexibility to meet the demands of change.







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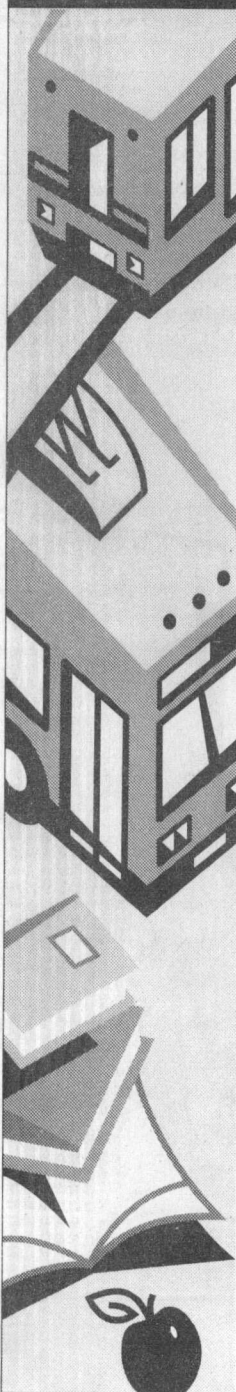
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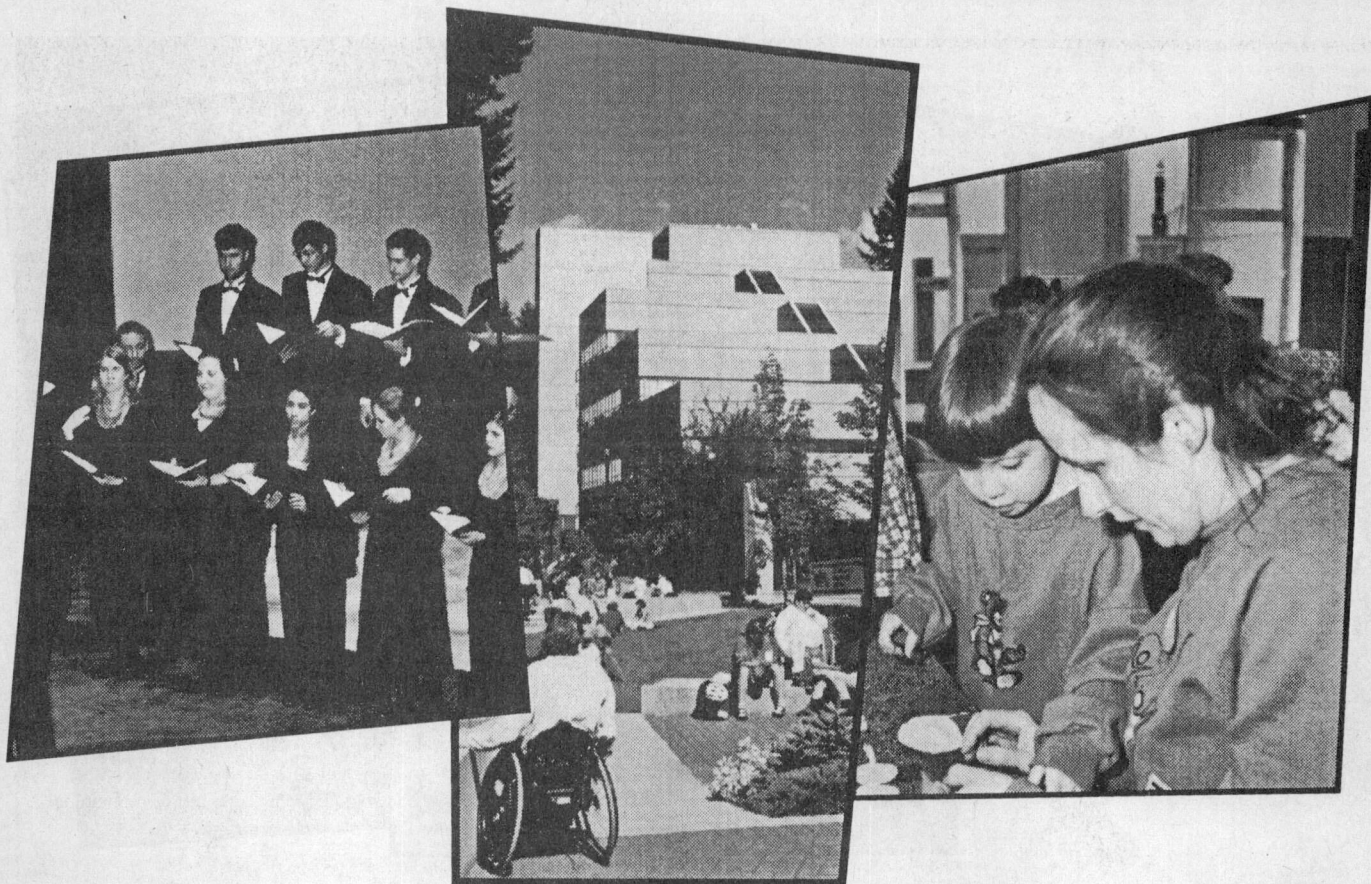
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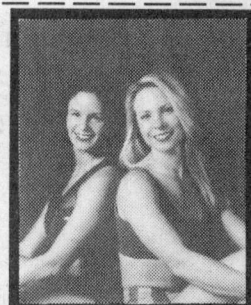


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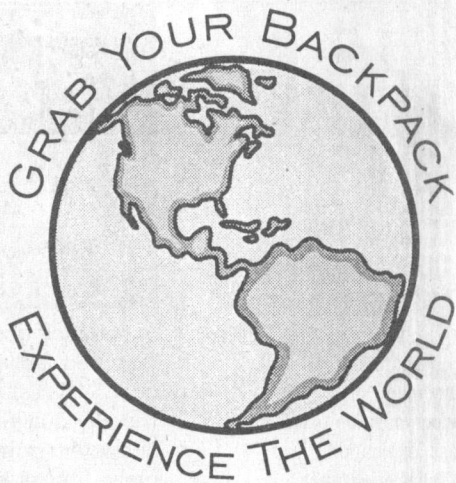


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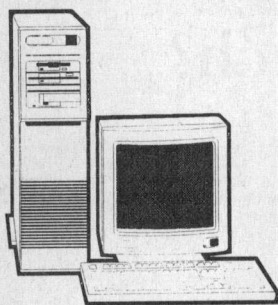
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4. Possess a valid Canadian Drivers License in good standing.
5. Be a graduate of Grade 12 or its equivalency.  
 Some post secondary education is preferred.
6. Successfully pass medical and dental exams
7. Vision standards: Uncorrected-20/60, 20/60, 20/40, 20/100  
 Correctable to 20/20, 20/30  
 Good colour vision
8. Be able to obtain a security clearance.
9. Successfully complete the physical abilities requirement evaluation.
10. Have the desire and ability to perform the duties of a general duty police officer.
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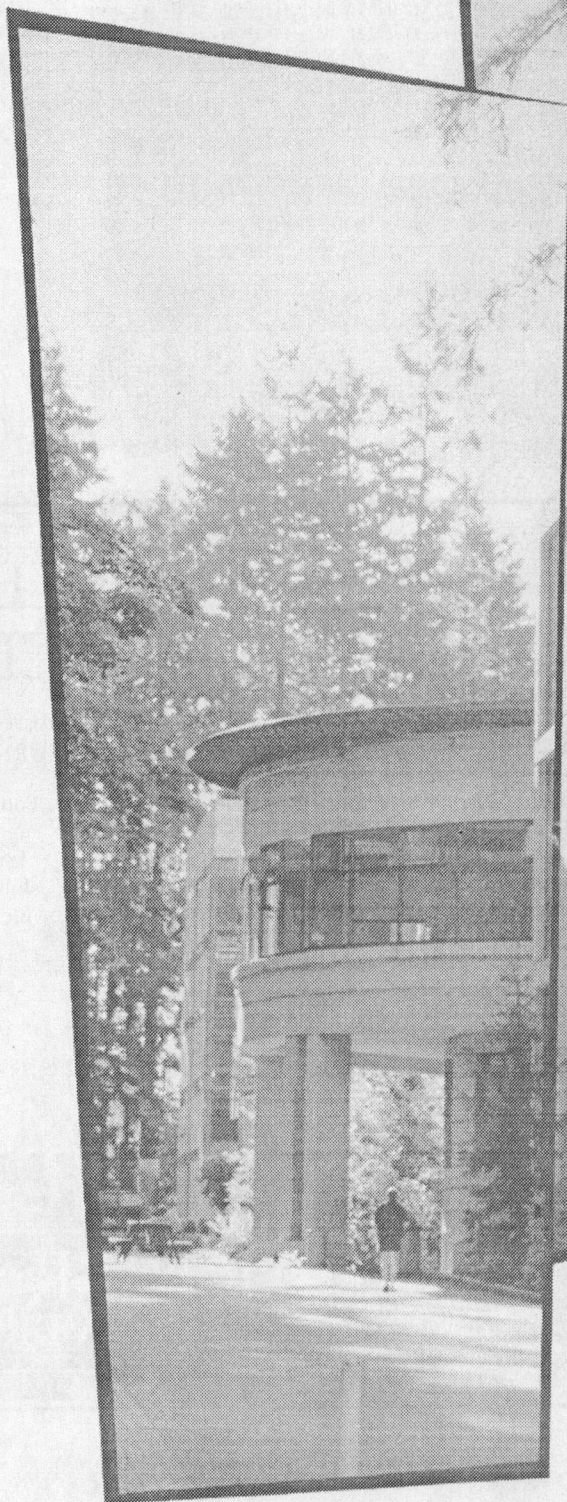
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# General Information





# 1998

# 1999

JANUARY	FEBRUARY	MARCH
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14
11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28
25 26 27 28 29 30 31		29 30 31
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1 2 3 4	1 2	1 2 3 4 5 6
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
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19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30
JULY	AUGUST	SEPTEMBER
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5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
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26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
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JANUARY	FEBRUARY	MARCH
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10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20
17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27
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25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30
JULY	AUGUST	SEPTEMBER
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11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 17 18
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25 26 27 28 29 30 31	29 30 31	26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER
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3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25
24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31

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2005 Sooke Road, Victoria, B.C. V9B 5Y2



# 1998 – 1999

## Academic Schedule

### 1998 FALL TERM (1998)

JULY 13 – AUGUST 7: Registration for selected Career/Vocational programs.

AUGUST 3: B.C. Day. College closed.

AUGUST 17 – 26: University Transfer and Business Administration In-person Registration. (This date under review and subject to change.)

SEPTEMBER 7: Labour Day. College closed.

SEPTEMBER 8: Classes commence. **Note:** *Career/Vocational courses commence on various days. Consult your program coordinator for further information.*

SEPTEMBER 8 – 21: Add/Drop Period.

SEPTEMBER 21: Last day to add or drop a course, change sections, change from audit to credit or from credit to audit. Students will be invoiced for full fees after this date.

SEPTEMBER 22 – OCTOBER 19: Withdrawal Period. During this period, withdrawals will be noted on the permanent student record as a "W".

OCTOBER 9: Last day to submit application for program evaluation for 1998 Fall Graduation.

OCTOBER 12: Thanksgiving Day. College closed.

OCTOBER 19: Last day to withdraw from a course and final date for payment of tuition fee balance for 1998 Fall Term.

NOVEMBER 11: Remembrance Day. College closed.

NOVEMBER 19: Fall Convocation, Sportsplex, 7:30 p.m.

NOVEMBER 16 – DECEMBER 4: Early registration for 1999 Spring Term for Career/Vocational programs, "open" Career courses, and Art, Music, Asia Pacific Management, Engineering, Environmental Science, and Commerce (coordinator signature required.)

DECEMBER 4: Last day of classes. **Note:** *Some courses/programs continue on until the last day of the examination period. Consult your program instructor for further information.*

DECEMBER 7 – 18: Examination Period, 1998 Fall Term.

DECEMBER 24 – 28: Christmas Break. College closed.

DECEMBER 31 and JANUARY 1: New Year's Break. College closed.

### 1999 SPRING TERM (1999)

JANUARY 4 -8: University Transfer and Business Administration In-person Registration. (This date under review and subject to change.)

JANUARY 11: Classes commence. **Note:** *Career/Vocational courses commence on various days. Consult your program coordinator for further information.*

JANUARY 11 – 22: Add/Drop Period.

JANUARY 22: Last day to add or drop a course, change sections, change from credit to audit or change from audit to credit. Students will be invoiced for full fees after this date.

JANUARY 25 TO FEBRUARY 19: Withdrawal Period. During this period, withdrawals will be noted on the permanent student record as a "W".

FEBRUARY 19: Last day to withdraw from a course and final date for payment of tuition fee balance for 1999 Spring Term.

FEBRUARY 25 – 26: Reading Break. No classes.

APRIL 2 – 5: Easter Break. College closed.

APRIL 16: Last day of classes. **Note:** *Some courses/programs continue on until the last day of the examination period. Consult your program instructor for further information.*

APRIL 19 – 30: Examination Period, 1999 Spring Term.

### 1999 SUMMER TERM (1999)

DATE TBA: Registration for 1999 Summer Term.

MAY 10: First day of Summer Term, Session I.

MAY 24: Victoria Day. College closed.

MAY 27: Spring Convocation.

JULY 1: Canada Day. College closed.

JULY 5: First day of Summer Term, Session II.

JULY 12 – AUGUST 6: Registration for selected Career/Vocational programs for Fall 1999.

AUGUST 2: B.C. Day. College closed.



# Admission and Readmission

## BECOMING A CAPILANO COLLEGE STUDENT

### 1. Read the Calendar for more information on your area of interest

The table of contents and index will be helpful in finding particular subjects in the Calendar. Contact Advising at 984-4990 to see if there are information nights available for the program you are interested in — information sheets are available.

The College's Web site is a useful source of information as well: [www.capcollege.bc.ca](http://www.capcollege.bc.ca)

### 2. Submit an Application

Your application must include:

- Application for Admission form
- high school and post-secondary transcripts
- a \$20 application fee (plus an additional \$25 evaluation fee if your post-secondary transcript is from outside British Columbia)

or

a \$100 application fee for international students (document evaluation fee is included)

Submit your application in person or by mail to:

Registrar's Office, Capilano College  
2055 Purcell Way  
North Vancouver, BC V7J 3H5

There may be other documents or procedures required. See Admission Requirements.

## Notices of acceptance are issued by the Admissions Office

### 3. Register

University Transfer Students: The Registration Office will send you complete information on how and when to register, as well as a timetable of all the courses to be offered in the coming term. This information will arrive a month prior to the beginning of term.

Career/Vocational Students: If you have been accepted into a specific Career/Vocational program, consult the department for your timetable and registration procedures.

### 4. Pay your tuition

A non-refundable deposit is due on the day you register. The remainder of the tuition is due by the sixth week of each term; check your timetable for the specific date.

#### Note regarding medical insurance:

1. Students are not covered by Workers' Compensation while attending Capilano College. Students are responsible for acquiring their own Medical Services Plan (MSP) and accident insurance coverage.
2. International students must have medical insurance while studying at the College. Medical insurance for the first 90 days in British Columbia is available at the cost of approximately \$115 Cdn. After the first 90 days, international students are eligible to subscribe to the government-operated Medical Services Plan of B.C. This plan costs approximately \$40 Cdn per month, single person rate. Contact the International Student Centre for information (604) 983-7544.

## APPLICATION DATES

Generally, applications for admission to the College may be submitted at any time. However, early application deadlines have been established for specific programs and terms. Acceptance of applications after the deadlines may not be possible.

Term	Early Application Deadline	Date Acceptance Mailed
Fall	March 31	July 15
Spring	September 30	December 15
Summer	March 31	as processed

Applicants from other countries who require a student authorization (student visa), must submit their applications at least two months prior to the commencement of the term in order to be considered for admission to that term.

## ENGLISH LANGUAGE REQUIREMENT

All students must have a level of English sufficient to write assignments, understand class lectures, and take part in class discussions.

If English is not your first language, or you have received your education in another language, you are required to submit, along with your application, one of the following:

TOEFL Score (Test of English as a Foreign Language, contact: Educational Testing Service, Box 898, Princeton, New Jersey USA 03540)

OR:

ELA (English Language Assessment Test, contact: Vancouver Community College, King Edward Campus, 1155 East Broadway.)

OR:

ESL Placement Test (Contact: ESL Department, Capilano College, (604) 986-1911, ext. 2971 for testing appointment.)

**Note:** *If you have written the IELTS this will also be acceptable.*

The College reserves the right to also give consideration to the following:

- How long you have lived in an English-speaking country
- The number of years of secondary school or post-secondary education (e.g. college or university) and if English was the language of instruction

- A secondary school or post-secondary degree or diploma, the grades received and the level of English required.

If the College then decides you need additional instruction in English you will be asked to take an English examination suitable to the program area in which you wish to enrol.

Specific testing requirements for admission:

University Transfer, Career or Vocational Programs

TOEFL	560
ELA	145
IELTS	6.5 overall, and no one score less than 6

English as a Second Language (ESL) Program

ESL Placement Test

TOEFL 400

OR

ELA 55-144

## ADMISSION REQUIREMENTS

### ADULT BASIC EDUCATION PROGRAMS

Applicants to the Adult Basic Education program should be at least 18 years old and have been out of the public school system for at least one year. Exceptions will be made only with departmental approval.

While there is no educational prerequisite for entering the ABE program, placement in courses is based upon an assessment of writing and mathematical skills.

### UNIVERSITY TRANSFER PROGRAMS

- British Columbia Secondary School Graduation (Grade 12) or equivalent with English 12 and three academic Grade 12 courses selected from:

Biology 12	German 12
Calculus 12	History 12
Chemistry 12	Information Technology 12
Comparative Civilization 12	Japanese 12
Computer Science 12	Latin 12
Economics 12	Law 12
English Literature 12	Mandarin 12
French 12	Mathematics 12
Français-Langue 12	Physics 12
Geography 12	Probability & Statistics 12
Geology 12	Spanish 12
Geometry 12	Survey Math 12
	Western Civilization 12
	Writing 12



OR

- Adult Basic Education (ABE) Provincial Diploma, or
- General Education Diploma (GED), or
- Mature Student Status

Additional admission requirements are noted in the individual program descriptions in this publication.

## Concurrent Admission

Secondary students with superior academic records may apply for limited admission which will allow enrolment in one or two university transfer courses while still attending secondary school.

The application must be co-signed by the applicant's parent or legal guardian and must be accompanied by a letter of recommendation from the school principal or designate, and an official copy of the secondary school academic record. Inquiries should be directed to Admissions, Registrar's Office.

## Mature Student and Discretionary Admission Status

Applicants who lack the minimum admission requirement may apply as mature students provided they have not attended secondary school for at least two years. Written requests for admission as a mature student will be considered by the Admissions Office. Applicants should provide details of other qualifications or experiences and an academic transcript of education completed. An interview may be required.

## Other Canadian Provinces

The admission average is calculated on the required senior English course or courses (i.e. group requirement #1) and on the three best academic courses offered in the other course groups as shown below.

### Alberta and Northwest Territories

Applicants must supply evidence of academic grade 12 completion leading to graduation and include at least four courses, selected as follows:

1. English 30; and
2. at least three additional courses selected from among: Biology 30, Chemistry 30, Language 30, Language 31, Math 30, Math 31, Physics 30, Social Studies 30, Science 30, World Geography 30

Admission average will be based on English 30 and the three best courses in group two.

## Saskatchewan

Applicants must supply evidence of completion of academic level three (grade 12) leading to graduation, including at least five academic subjects selected as follows:

1. English A30 and B30; and
2. at least three additional 30 numbered courses selected from among: Algebra, Biology, Calculus, Chemistry, Francais A or B, French or other languages or Physics

Admission average will be based on English A30, B30 and the best courses in group two.

**Note:** *English is a double course so this average is over five courses but only four subject areas.*

## Manitoba

Applicants must supply evidence of completion of an academic program which will lead to graduation and includes at least four courses selected as follows:

1. English 40G or 40S (except Language and Technical Communication); and
2. at least three additional courses selected from Biology 40S, Chemistry 40S, Computer Science 40S, History 40S, Language 40S, Mathematics 40G or 40S, Physics 40S. **Note:** *Mathematics 45A may not be used.*

Admission average will be based on English 40G or 40S and the three best courses in group two.

## Ontario

Applicants must supply evidence of completion of the OSSD (or OSSHGD) including four OACs and including the following:

1. one OAC English (Language and Literature recommended) or OAC Francais; and
2. at least three additional OAC courses selected from English, Francais, other languages, Algebra and Geometry, Calculus, Finite Mathematics, Biology, Chemistry, Computing Science, Physics, Geography, History, Economics or Law.

Admission average will be based on OAC English or Francais and the three best courses in group two.

## Quebec

CEGEP: Applicants from a CEGEP must present either a completed DEC or at least one year of an approved academic program.

Grade 12: Applicants from Quebec Grade 12 must present the following:

1. English 12 or Français 12; and
2. at least three additional university preparatory grade 12 courses selected from Mathematics, Sciences, Languages, Literature, Social Sciences, History, Geography

Admission average will be based on one course from group one and the three best courses in group two.

### **New Brunswick**

Applicants must supply evidence of completion of an academic (i.e. college preparatory) program which will lead to graduation and includes at least four courses as follows:

1. English 12, 121 or 122 (or Français 121 or 122); and
2. at least three additional grade 12 academic (college preparatory) courses selected from among Biology, Chemistry, Computer Science, English, Français, French, Geography, History, Mathematics, Physics.

Admission average will be based on English 120, 121 or 122 and the three best courses in group two.

### **Prince Edward Island**

Applicants must supply evidence of completion of an academic or advanced academic program which will lead to graduation and includes at least four academic and/or advanced academic subjects selected as follows:

1. English 621 or English 611; and
2. at least three additional courses numbered 621 and/or 611 selected from among Biology, Chemistry, Français, French, Geography, History, other languages, Physics, or Mathematics (621 or 611).

Admission average will be based on English 621 or 611 and the three best courses in group two.

### **Nova Scotia**

Applicants must supply evidence of completion of an academic (i.e. university preparatory) program which will lead to graduation, including at least four subjects selected as follows:

1. English 441 or English 541; and
2. at least three additional courses numbered 441 and/or 541 selected from among the following subjects: Biology, Chemistry, Computer Science, Français, French, History, Math, other languages, Physics or Math 442, Economics, Geography or Law.

Admission average will be based on English 441 or 541 and the three best courses in group two.

### **Newfoundland**

Applicants must supply evidence of completion of an academic program which will lead to graduation and includes at least 13 credits as follows:

1. Language 3101 and either English 3201 or 3202; and
2. any three of Biology 3201, Chemistry 3202, Geology 3203, Physics 3204, Mathematics 3201 or 3203, Geography, History or languages at the 3000 level.

Admission average will be based on English and the three best courses in group two.

### **Other Countries**

International students are eligible for admission if they have completed the equivalent of secondary school graduation (Grade 12) in British Columbia.

#### **Examples of Equivalence:**

##### **China**

Senior Middle School Diploma

##### **France**

Baccalaureate (2ieme partie) (Series A-E)

##### **Germany and Austria**

Reifezeugnis or Abitur

##### **Hong Kong**

Passes in five GCE/HKCEE subjects, two of which must be at the Advanced Level.

##### **Indonesia**

Sekolah Menengah Atas (SMA) Leaving Certificate

##### **Japan**

Grade 12 Diploma from Koto Gakko

##### **Korea**

High School Grade 12 Diploma

##### **Malaysia**

SPM/STPM or COSC/COHSC

##### **Singapore**

Singapore-Cambridge General Certificate of Education (GCE) with two Advanced level subjects

##### **Taiwan**

High School Grade 12 Diploma

##### **United Kingdom and Commonwealth**

Passes in five GCE subjects, two of which must be at the Advanced Level

### **CAREER/VOCATIONAL PROGRAMS**

British Columbia secondary school graduation (grade 12) or equivalent.

Additional admission requirements are noted in the individual program descriptions in this publication.



## TRANSFER CREDIT

All public B.C. colleges accept each other's credit upon transfer if applicable to a program at the admitting college and if there is suitable equivalency.

Transfer credit may be granted for courses completed at other post-secondary institutions.

Students seeking transfer credit must complete the "Request for Transfer Credit" form, attach official transcripts, if not already submitted, or note that transcripts will be sent from another institution, and submit to the Office Manager, Registrar's Office. For courses completed at out-of-province institutions, detailed course outlines must also be submitted.

All approved transfer credit is noted on the permanent student record. While the credit awarded does not affect the grade point average, the credit will be included in the total number of credits completed and may be used to complete certificate or diploma requirements if applicable.

### Limit of Transfer Credits

For diplomas and certificates, the final 50 percent of the credit required must be completed while in attendance at Capilano College.

For students who are no longer residents of the College region and lack one or two courses for certificate or diploma completion, credit may be granted for an additional one or two courses from another institution. This arrangement must be made in consultation with the Registrar's Office in advance of enrolment at another institution.

For the Associate degrees, at least 30 of the 60 term credits must be completed at Capilano College within five years preceding the awarding of the degree.

### ADVANCED PLACEMENT

Applicants who have passed an Advanced Placement Examination administered by the College Entrance Examination Board, with a mark of 4 or better will receive credit as follows:

Biology – those completing AP Biology will receive credit for BIOL 110 (3) and BIOL 111 (3).

Chemistry – those completing AP Chemistry will receive credit for CHEM 110 (3) and CHEM 111 (3).

Computer Science – those completing AP Computer Science A will receive credit for COMP 102 (3) or a prerequisite waiver for COMP 110. Those completing Computer Science AB will receive

credit for COMP 110 or a prerequisite waiver for COMP 111.

Economics – those completing AP Economics will receive credit for Economics unassigned (6).

English – those completing English Language will receive credit for ENGL 100 (3). Those completing English Literature will receive credit for ENGL 103 (3). In addition, the EDT requirement will be waived.

Mathematics – those completing Calculus AB will receive credit for MATH 110 (4.5). Those completing Calculus BC will receive credit for MATH 110 (4.5) and MATH 111 (4.5) (under review).

Physics – those completing Physics B will receive credit for PHYS 110 (3) and PHYS 111 (3). Those completing Physics C (Mechanics) will receive credit for PHYS 114 (3). Those completing Physics C (Electricity) will receive credit for PHYS 115 (3).

**Note:** *Transfer credit granted for International Baccalaureate and Advanced Placement courses will apply to certificates or diplomas at Capilano College. Students should be aware that other colleges and universities may not accept these courses for transfer credit.*

### INTERNATIONAL BACCALAUREATE COURSES

Applicants who have completed the International Baccalaureate Diploma will receive credit or waivers for some higher level subjects passed as follows:

Anthropology – students presenting a mark of 4 will receive credit for ANTH 121 (3).

Biology – students presenting mark of 6 will receive credit for BIOL 110 (3) and BIOL 111 (3).

Chemistry – students presenting mark of 4 or better will receive credit for Chem 110 (3) and Chem 111 (3).

Computing Science – students presenting mark of 4 or better in Computing Science A will receive credit for COMP 102 (3) or a prerequisite waiver for COMP 110. Students presenting a mark of 4 or better on Computing Science AB will receive credit for COMP 110 (4) or a prerequisite waiver for COMP 111.

Economics – students presenting mark of 4 or better in Economics will receive credit for Economics unassigned (6).

English – students presenting mark of 6 or better for English Language A will receive credit for ENGL 103 (3). Students presenting a mark of 6 or better for English Language B will receive credit for ENGL 100 (3). In addition, the EDT requirement is waived for those with a mark of 6 or better on English Language A or B.

Mathematics – students presenting mark of 6 or better for Higher Level Mathematics will receive credit for MATH 110 (4.5). Students presenting a mark of 6 or better for Further Mathematics will receive credit for MATH 110 (4.5) and MATH 111 (4.5) (under review).

Physics – students presenting a mark of 6 or better will receive credit for PHYS 110 (3) and PHYS 111 (3).

## PRIOR LEARNING ASSESSMENT

An innovative process is available at Capilano College whereby students may receive college credits for learning acquired in formal and informal situations. This process, called Prior Learning Assessment (PLA), will be of immense benefit to mature students who have work and life experiences that equate to courses offered at the College.

For example, if you have on-the-job work experience in computers you may be able to receive credits offered in one or more office or business administration courses.

You will need to prove that you have acquired the knowledge, skills and values required in the formal course you are requesting credit for. This is done by providing evidence of what you have learned. This might include any one or combination of the following: a work site visit, documentation, interview and oral presentation, portfolio.

At present only the following program areas offer PLA credits: Applied Business Technology, Business Administration, Early Childhood Care and Education, Legal Assistant, Music Therapy (prerequisite courses only), Tourism Management.

More courses will be assessed as the number of individual inquiries increases.

For more information, contact the College's PLA Office at 984-1788.

# Registration

## RIGHT TO REGISTER

A student who has not maintained satisfactory standing in a program in any term may be denied permission to register in that program in a subsequent term. Individual programs may require a GPA higher than that stated in the Probation Policy to continue enrolment.

## INSTRUCTIONAL YEAR

The instructional year is comprised of three terms:

Fall: September through December

Spring: January through April

Summer:

Session #1: May through June. (Some courses may be scheduled for May through August.)

Session #2: July through August.

**Note:** A limited number of courses are offered during the Summer terms.

## MATH PLACEMENT TEST (MPT)\*

Students wanting to enrol in a Precalculus course (MATH 105 or 107), a Calculus I course (MATH 108 or 110 or 116), or a discrete mathematics course (MATH 124), must write a mathematics placement test if either (or both) of the following two conditions apply:

- (a) Their mathematics prerequisite course was completed prior to 1997 for admission into Fall 1998 courses; prior to 1998 for admission into Spring 1999 and Summer 1999 courses.
- (b) Their mathematics prerequisite course was completed at a B.C. secondary school (or equivalent) with a final letter grade standing **below**:

“C” in Math 12 for admission to MATH 105 or MATH 107;

“B” in Math 12 for admission to MATH 108;

“A” in Math 12, or at least a “B” in both Math 12 and Calculus 12, for admission to MATH 110 or 116 or 124.



To write the Precalculus placement test, students should have at least a "C" grade in Math 11 or at least a "C-" grade in Math 12.

To write the Calculus placement test, students should have at least a "C" grade in Math 12.

Within a given year students are not allowed to rewrite the Calculus or Precalculus MPT.

A study guide is available for the MPT which provides topic coverage and suggested review material as well as a list of the scheduled test dates.

Please contact the Registrar's Office or the Pure and Applied Sciences Division for more information.

## ENGLISH DIAGNOSTIC TEST\*

The EDT (or the LPI) is required before registration in any English course at the College, unless the student has achieved one of the following which allows exemption:

- "A" in English 12, or
- "A" in Literature 12, or
- "A" in BENG 42, or
- 4 or higher in A.P. English Composition, or
- 4 or higher in A.P. English Literature, or
- 6 or higher in I.B. English A or B
- "B-" or better in an English transfer course from another college or university
- a degree from an English-speaking university, or
- a pass on UBC's ECT (English Competency Test)

**Note:** *Successful completion of ESL 099 does not qualify a student to directly enter a regular English 010 or English 100.*

Students who wish to enrol in any university transfer English course who do not qualify for an exemption must submit the results of the Language Proficiency Index Test (LPI), or must sit the Capilano College English Diagnostic Test (EDT) prior to registration. EDT schedules will be printed in the timetable.

**\* Note:** *You may register for both the EDT and MPT, through the Registrar's Office, North Vancouver campus. A writing fee is charged for both exams.*

## ADD, DROP, WITHDRAWAL PROCEDURES

*See also: procedure for condensed courses/terms and procedure for summer term in this section*

### BEFORE CLASSES COMMENCE

#### Course Change Procedure

1. Students may drop or add courses or change sections following their registration appointment and until the first day of classes. A course change form must be submitted to the Registrar's Office.
2. Faculty signatures are not required before classes commence.
3. Drops will not be printed on the official transcript, but will be maintained in the permanent student record for accounting and statistical purposes.

#### Complete Withdrawal Procedure

For complete withdrawal before classes commence, a course change form listing all the courses to be dropped must be submitted to the Registrar's Office. A copy of the course change form listing the complete withdrawal will be forwarded to the career or vocational department by the Registrar's Office.

### ADD/DROP PERIOD

**Add/Drop Period:** 1st through the 10th day of each term.

#### Add/Drop Procedure

1. Students wishing to add or drop a course(s), change from credit to audit, or change from audit to credit, must complete a Course Change form, and take the form to the instructor for approval and signature.
2. With the instructor's signature appearing on the Course Change form, students must then submit the form to the Registrar's Office. Forms will be accepted until 6:30 p.m. on the 10th instructional day of the term.
3. Instructors may indicate a 48 hour deadline for submission of the Course Change form, in order to allow other students to gain entry to the class during this period.
4. Course drops will not be noted on the student transcript during this period; however, a record for drops will be maintained on the permanent student record for accounting and statistical purposes.
5. If a course change is requested by the instructor or student to a lower or less difficult level of instruction in a subject, the course change form must bear the signatures of the instructor of each course.

## COURSE CHANGE PROCEDURES (ADD, DROP/WITHDRAWAL)

PERIOD	ALLOWED TO			REQUIRES FACULTY SIGNATURE	APPEARS ON TRANSCRIPT	TRANSACTION FEE**	REFUND**
	ADD	DROP/ WITHDRAW	CHANGE BETWEEN CREDIT AND AUDIT				
before classes start	yes	yes	not applicable	no	no	no	partial
1st to 10th day of term	yes	yes	yes	yes	no	yes	partial
11th to 30th day of term	no	yes	no	yes	yes	yes	no
31st until end of term	no	no*	no	no	yes	not applicable	no

\* check "WE", Grading System section.

\*\* please refer to Fees section.

- If a complete withdrawal is requested, the request will be granted with the signature of the instructor of each course.

**Note:** *Failure to attend classes does not constitute a course drop. Students who do not formally drop a course(s) will be assessed tuition fees, refunds will not be made, and a grade of Fail (F) will be noted on the permanent student record. Requests for late adds or late drops will not be granted simply because the student was unaware of, or neglected to comply with, the College policies and procedures.*

### WITHDRAWAL PERIOD

**Withdrawal period: 11th through the 30th day of each term (third week through the end of the sixth week).**

#### Withdrawal Procedure:

- During this period, with the signature of the appropriate instructor(s) on the Course Change form, students may withdraw from a course(s).
- The Course Change form must be submitted to the Registrar's Office no later than 6:30 p.m. of the 30th instructional day (sixth week) of each term.
- A withdrawal ("W") will be noted on the permanent student record.
- Complete Withdrawal:** If a complete withdrawal is requested, the request will be granted if the Course Change form bears the signature of each faculty member instructing each course of withdrawal.

- The Course Change form listing the request for complete withdrawal must be submitted to the Registrar's Office no later than the end of the 30th instructional day (end of the sixth week) of term.

- A withdrawal ("W") will be noted on the official transcript and the permanent student record.

### AFTER THE WITHDRAWAL PERIOD

After the 30th day (or after the end of the sixth week) of the term, and until the end of the term, course withdrawals or complete withdrawals are not permitted except for the reasons listed below:

- the student record is incorrect as the result of an error by the College;
- the student transfers to a lower level of the same course by instructor request. In this instance, only the final course of enrolment will show on the official transcript. A record of the change will also be maintained on the permanent student record;
- the student must withdraw for circumstances beyond his/her control. Official documentation is required to substantiate all claims of such circumstances and should be submitted on the Request for Course Withdrawal form available from the Registrar's Office. This form must be supplemented with official documentation such as a typed letter from the physician, an official copy of an accident report, or official documentation of a family emergency, death certificate, and so forth.

**Note:** *A completed Course Change form is required for (1), (2) or (3) listed above.*



## Procedure

1. Students who wish to apply for special status under (3) above must submit the Request for Course Withdrawal form with a letter explaining the circumstances leading to withdrawal, and the Course Change form, to the Registrar with official documentation. If, in the opinion of the Registrar, the request does not fall under (3) above, or the documentation is insufficient to support the request, the request will be denied. If the request is granted, the Registrar will inform the student's instructors of the WE status.
2. The permanent student record will be annotated as withdrawal for extenuating circumstances ("WE").
3. Withdrawal with extenuating circumstances will not be granted for lack of academic performance on the part of the student.

## AFTER THE ELEVENTH WEEK OF CLASSES INCOMPLETE GRADE "I"

1. If the student believes an exceptional circumstance exists which prevents him/her from completing the course during the regular time frame, the student may petition the course instructor for an incomplete ("I") grade.
2. An incomplete ("I") grade may be given where, in the judgment of the instructor, the student should have reasonable expectation of passing the course, but has not completed the required work.
3. An incomplete is assigned only when the instructor and student have arranged for the work to be completed by a specified date which is noted on the grade sheet class list. If the student does not complete the work by the specified date, the instructor will automatically assign a predetermined grade reflecting the work not completed.
4. If the student completes the work by the specified time, the instructor will assign the final grade.
5. If this incomplete procedure cannot be applied in the opinion of the instructor, the instructor is directed to contact the Registrar directly for resolution of the issue.

## PROCEDURE FOR CONDENSED COURSES/TERMS

Deadline will be prorated to the duration of the intensive courses.

## PROCEDURE FOR SUMMER TERM

1. Same process as above, with the following restrictions:
  - a) For Summer courses seven or eight weeks in length:
  - b) The Add/Drop Refund Period is five instructional days.
  - c) The Withdrawal Period ends on the 10th instructional day.
2. For Summer courses 12 to 15 weeks in length:
  - a) The regular Add/Drop/Refund/Withdrawal policies apply.

## REFUNDS — Add/Drop/Withdrawal Periods

1. If a course is dropped and another course is added at the same time and on the same course change form, the deposit will be applied to the course added, provided the number of credits remains the same.
2. If the number of credits falls below the original number of credits of enrolment, the difference of the deposit fee for the course dropped will be retained and the minimum deposit will not be refunded.
3. If a course add increases the number of credits, the student will be responsible for the non-refundable minimum payment of the deposit at the time of the addition.
4. However, if the deposit is paid before June 30 for Fall term and/or November 30 for Spring term, students may have the deposit refunded by withdrawing from the College on or before June 30 or November 30. Those who pay this deposit after June 30 or November 30 are not eligible for any refund of deposit.

## COURSE OVERLOAD

1. Registration in more than five academic courses or more than the full requirements specified for a career program constitutes a course overload.
2. Students may choose to register for a course overload (up to a total of 21 credits) as long as they have discussed their need or wish for an overload with a counsellor or advisor and the Course Change form bears the counsellor's or advisor's signature. Science students, however, are automatically allowed to register for more than 16 credits, as long as the total credits do not exceed 21 credits and does not arise from registration in more than five courses.
3. Students may not register for a course overload until after the in-person registration period.

## COURSE CHALLENGE

Registered students may request a course challenge whereby an examination for achievement may be awarded for a very specific and limited selection of courses at the institution. Certain courses may not be challenged.

Students interested in this procedure should contact a counsellor for further information.

The regular tuition fee must be paid for a challenged course. A course challenged successfully will be recorded on the permanent student record.

**Note:** Credit for courses challenged successfully will apply to certificates or diplomas at Capilano College. Students should be aware that other colleges and universities may not grant credit or transfer credit for credit received by course challenge.

## Fees

Fees listed in this calendar are those in effect at the time of publication and are subject to change subsequent to the printing of this publication.

Tuition fees are generally \$42.50 per credit hour. A typical full-time student who enrolls in 15 credits will pay fees of \$711.25 per term or \$1,422.50 for a two-term academic year.

The table below includes some examples of tuition fees plus incidental fees for the Students' Union, Student Newspaper and Application/Enrolment fees. Some program or course tuition fees will vary from those stated above.

### INTERNATIONAL STUDENTS

International student tuition fees are \$235 per credit hour. Typically, a full-time international student would pay approximately \$7,200 in tuition and incidental fees annually for a two-term, 32-week program.

#### FEE EXAMPLES

	Canadian & Landed Immigrant Students	International Students
Application: admission/re-admission	\$20.00	\$100.00
Document Evaluation (Tuition and Related Fees)	\$25.00	no fee (included above)
English Diagnostic Test	\$25.00	\$25.00
Math Placement Test	\$10.00	\$10.00
Registration	\$20.00	\$20.00
Late Registration Penalty (past 10th day of term)	\$45.00	\$45.00
Late Payment Penalty (\$/credit)	\$3.00 (minimum \$25.00)	\$3.00 (minimum \$25.00)
Tuition (\$/credit)	\$42.50	\$235.00
Graduation	\$20.00	\$20.00

#### Other Fees:

Course Change Transaction (per form)	\$10.00	\$10.00
Grade Appeal	\$42.50	\$42.50
Student Card Replacement	\$5.00	\$5.00
T2202A Education Deduction Form Replacement	\$10.00	\$10.00
Transcript Fee (each transcript)	\$5.00	\$5.00
Student Union Fees (\$/credit)	\$3.67 (max \$36.70)	\$3.67 (max \$36.70)
Student Paper (Capilano Courier)	0.75 (max \$10.00)	0.75 (max \$10.00)
Prior Learning Assessment (PLA) (\$/credit)	\$42.50	\$235.00
Diploma/Certificate Replacement	\$20.00	\$20.00

#### Refunds

All fees are non-refundable unless specified as "partial refund" in the Course Change Procedures section.

Partial refund = course fee minus deposit

Deposits retained for the purpose of refunds = \$16.00/credit for Canadian and Landed Immigrant students and \$90/credit for international students.



## TUITION AND RELATED FEES

### APPLICATION FEE AND TERM ENROLMENT FEE

A \$20 (\$100 for International Students) non-refundable application fee is payable by all applicants, and a \$20 non-refundable term enrolment fee is payable by students registering in subsequent terms.

### DOCUMENT EVALUATION FEE

This non-refundable fee is assessed for applicants whose academic records originate outside B.C. and are required for admission, transfer credit or advance standing. The fee is waived if the documents originate from a secondary school located in Canada.

### TUITION FEES

The standard tuition fee for most programs is \$42.50 per credit hour with no maximum.

The following programs or courses have varying tuition fees:

- Early Childhood Education, Fisheries Science, Landscape Horticulture, Legal Secretarial, Medical Office Assistant, Personal Care Attendant, Resident Care Attendant, all Office Technology programs, and Adult Basic Education programs: \$42.50 per credit hour to a maximum of \$637.50 per term.
- Bachelor of Music Transfer, Bachelor of Music Therapy and Jazz Studies: \$42.50 per credit hour with a possible fee maximum of \$1,225 per term.
- Business Administration 300 and 400 level Evening courses: \$75 per credit hour.
- Private Music Instruction: \$43 per instructional hour
- Senior Citizens: Persons 60 years and older, providing proper identification may enrol in most courses on a tuition-free basis. There are exceptions, and these include all Art Institute courses, Private Music Instruction and courses where the standard tuition fee exceeds \$42.50 per credit hour.
- Students' Union Fees: A compulsory fee of \$2.75 per credit hour, to a maximum of \$41.25 per term, is payable by all North Vancouver campus students. This fee is optional for students at other campuses.
- Capilano Courier Newspaper Fee: A compulsory fee of \$.75 per credit hour to a maximum of \$10 per term is payable by all students.
- Graduation Fee: A graduation fee of \$20 is payable

by all students in their final term of enrolment and must be submitted with their application for program evaluation at registration or within the first 30 days of term.

- Laboratory Fee: The College may assess additional laboratory or materials fees in specific courses or programs. Students will be notified of these fees.
- Late Payment Fee: A fee of \$25 or \$3 per credit, whichever is greater, is charged to all students paying tuition fees later than the fee deadline dates established by the College.

### REFUNDS

Students who officially withdraw within the first 10 days of the term will receive a refund of \$26.50 per credit. Students withdrawing after the 10th day are not eligible for a refund of tuition or tuition-related fees and are responsible for all fees incurred.

# Graduation

Convocation ceremonies are held in the Spring and Fall terms. Diplomas and certificates are issued only at these two ceremonies. Students completing all coursework before the ceremonies will have their permanent student records and transcripts annotated as Program Requisites complete. The date that the diploma or certificate is awarded will then be placed on the permanent student record and transcript at the date of the appropriate graduation.

Students who believe they will complete their program of study by the end of their current semester of enrolment must submit a Request for Program Evaluation form to the Registrar's Office, together with the \$20 program evaluation fee at Registration (See Fee Schedule), or no later than the following deadline:

Fall Graduation in November: September 15

Spring Graduation in May: February 15

Students are strongly encouraged to submit this application and fee at in-person registration.

## Minimum Duration and Number of Credits Required for Certificates and Diplomas

**Diploma:** requires at least two academic years or four terms and completion of 60 credits, OR

at least one academic year, or two terms, and 60 credits, with 30 credits and the final 50% taken at Capilano College and following completion of a prior credential and/or the granting of one or more of:

- Transfer Credit
- Prior Learning Assessment (under review)
- Challenge Credit
- Equivalence to another Capilano College program

**Certificate:** requires at least one academic term and completion of 15 credits.

**Citation:** requires six to 14 credits.

**Statement of Completion:** offered for particular courses in Labour Studies, and other contract courses to fulfil Ministry and business requests, and where documentation other than a transcript is required.

**With Distinction Designation:** A student completing university transfer, career, vocational, adult basic education, or English as a second language program

with a minimum program cumulative grade point average of 3.75, with no grade lower than a C+ in the program requirements, will be awarded Graduated with Distinction.

## Diplomas

Capilano College offers a variety of diplomas upon completion of two years of study at the university transfer level.

**Note:** *A previously-awarded Academic Studies Diploma may be exchanged for an Associate Degree in Arts or Science as appropriate, provided that the degree meets all the requirements for the Associate degree. This includes the five-year requirement which is applied to the date of exchanging a diploma for an Associate Degree.*

## Associate of Arts Degree

To be eligible for the Associate of Arts, a student must have:

1. completed 60 credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at the University of British Columbia, Simon Fraser University, or the University of Victoria;
2. completed at least 30 of these 60 credits within five years preceding the awarding of the Associate Degree;
3. completed at least 30 of these 60 credits at Capilano College within five years preceding the awarding of the degree, of which at least 12 credits are in courses that have assigned or unassigned university transfer credit at the 200-level or higher;
4. completed at least six credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
5. completed at least 18 credits in Arts courses (other than English) that have assigned or unassigned university transfer credit at the 100-level; at least six of these credits must be in the Humanities, and at least six of these credits must be in the Social Sciences, and no more than six credits shall be in any one subject area;
6. completed at least 18 credits in Arts courses that have assigned or unassigned university transfer credit at the 200-level or higher, these credits must be in at least two different subject areas;
7. completed at least nine credits in Science courses, including at least three credits in Mathematics or Computing Science or Statistics (i.e. any statistics course that transfers to a university as a 100-level or higher Science course) and at least three credits in a Laboratory Science course (i.e. any course in the



Sciences list worth three credits or more and with a lab of at least two hours, but excluding any course in Applied Science or Computing Science);

8. completed at least nine credits in courses that have assigned or unassigned transfer credit at the 100-level or higher; credits may be for university transfer courses in subjects listed on the following page or for university transfer courses in other subjects (e.g. Commerce, Physical Education, Business Administration, Communications, Media Resources);

9. achieved a grade of at least C- in each course counting towards the 60-credit requirement, and a cumulative grade point average of at least 2.0 over all of the courses counting towards the requirement.

**Note:** *History courses will be considered as Humanities courses for the purpose of the Associate Degree.*

### General Course Requirements for Associate of Arts

Courses/Programs	Credits	Conditions
English	<u>6</u> 6	100 Level
Arts Courses		100 Level
Humanities	6	– excludes English
Social Sciences	6	– only six credits max. in one subject area
Social Sciences or Humanities	<u>6</u> 18	
Arts Courses	18	200 Level or Higher – credits must be in at least two subject areas
	<u>18</u>	
Science Courses		100 Level or Higher
Mathematics or Comp. Science or Statistics	3	– *requires min. two-hr. lab and excludes any course in Applied or Computing Science
Laboratory Science* Science Course	<u>3</u> 9	
Electives**	<u>9</u> 9	100 Level or Higher
Total	60	

### Associate of Science Degree

To be eligible for the Associate of Science, a student must have:

1. completed 60 credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at the University of British Columbia, Simon Fraser University, or the University of Victoria;

- completed at least 30 of these 60 credits within five years preceding the awarding of the Associate Degree;
- completed at least 30 of these 60 credits at Capilano College within five years preceding the awarding of the degree, of which at least 12 credits are in courses which have assigned or unassigned university transfer credit at the 200-level or higher;
- completed at least six credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
- completed at least six credits from the following Capilano Calculus courses: Mathematics 108, 109, 110, 111, 116, 117, 126, 127, 230, or 231;
- completed at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 100-level; no more than six credits shall be in one subject area;
- completed at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two subject areas;
- completed at least six credits in Arts courses at the 100-level or higher, excluding English and excluding any course that has university transfer credit in both Arts and Science (e.g. Mathematics);
- completed at least six credits in courses that have assigned or unassigned university transfer credit at the 100-level or higher; these credits may be for university transfer courses in subjects listed on the following page or for university transfer courses in other subjects (e.g. Commerce, Physical Education, Business Administration, Communications, Media Resources);
- achieved a grade of at least C- in each course counting towards the 60-credit requirements, and a cumulative grade point average of at least 2.0 over all the courses counting towards the requirement.

### General Course Requirements for an Associate in Science

Courses/Programs	Credits	Conditions
English	6	100 Level
Mathematics	6	– from Mathematics 108, 109, 115, 116, 230 or 231
Science	18	100 Level – only six credit max. in one subject area

Science	18	200 Level or Higher – must be in at least two subject areas
Arts Elective	6	100 Level or Higher – excluding English and courses that have transfer credit in both Arts and Science
Electives**	<u>6</u> 60	100 Level or Higher

\*\*May be Arts or Science courses or other subjects, e.g. Commerce, Business Administration, Physical Education with university transfer credits.

### Classification of Subjects for Associate Degrees

Only those Capilano College courses with **university transfer credit at the University of British Columbia, Simon Fraser University, or the University of Victoria**, will count towards the Associate Degree.

For the purpose of the above requirements, Capilano College courses are categorized as follows:

### ARTS

#### Humanities:

Art History	Music
Chinese	Philosophy
English	Spanish
French	Studio Art
German	Theatre
History	Thai
Japanese	Women's Studies (100, 104, 106, 130)

#### Social Sciences:

Anthropology  
Criminology  
Economics  
Geography (Human) (100, 101, 102, 106, 108, 200, 201, 205)  
Political Studies  
Psychology  
Sociology  
Women's Studies (100, 110, 122, 140, 220)

### SCIENCES

Applied Science  
Biology  
Chemistry  
Computing Science  
Geography (Physical) (112, 114, 214, 221)

Geology  
Human Kinetics and Kinesiology  
Mathematics & Statistics  
Physics

**Note:** *Some courses in the subjects listed above may not carry transfer credit and/or satisfy major requirements at a particular university. Please consult the B.C. Transfer Guide, university calendars, or the Advising Centre.*

## Diploma in Academic Studies

To be eligible for a Diploma in Academic Studies, a student must have:

1. completed 60 credits, 50% of which must be completed at Capilano College;
2. achieved a cumulative grade point average of 2.00 or better;
3. Successfully completed at least 45 credits from the following subject areas (List A and B), including at least six credits from English (100-level or higher), at least six credits from subjects in List A; and at least 15 credits selected from 200-level courses;
4. All courses must be university transferable courses.

A	B	
Applied Science	Anthropology	Japanese
Biology	Art History	Music
Chemistry	Chinese	Philosophy
Computing Science	Commerce	Political Studies
Geography (Physical)	Criminology	Psychology
Geology	Economics	Sociology
Human Kinetics	English	Spanish
Kinesiology	French	Studio Art
Mathematics	Geography (Human)	Thai
Physics	German	Theatre
	History	Women's Studies

## Diploma in General Studies

To be eligible for a Diploma in General Studies, a student must have:

1. completed 60 credits at the 100 level or higher, 50% of which must be completed at Capilano College;
2. achieved a cumulative grade point average of 2.00 or higher.



## Diplomas in Career/Vocational Programs

To be eligible for a Career/Vocational Program diploma, a student must have:

1. completed program requirements, 50% of which must be completed at Capilano College;
2. achieved a cumulative grade point average of 2.00 or higher.

## Certificates in Career/Vocational Programs

To be eligible for a career or vocational certificate, a student must have:

1. completed program requirements, 50% of which must be completed at Capilano College.
2. achieved a cumulative grade point average of 2.00 or higher.

## Diplomas/Certificates in Adult Basic Education/ESL

To be eligible for a diploma or certificate, a student must have:

1. completed program requirements, 50% of which must be completed at Capilano College.
2. achieved a cumulative grade point average of 2.00 or higher.

# Academic Policies and Procedures

## ATTENDANCE

Students are expected to attend all classes, seminars, labs in which they are officially registered, as evaluation of progress in any course is cumulative and based on class assignments, participation and examinations.

## ENROLMENT STATUS

**Full-time status:** A student registered in a minimum of 12 credits is classified as a full-time student.

Generally, for provincial and federal financial aid purposes, a student registered in a minimum of nine credits is classified as a full-time student.

**Audit:** An audit enrolment indicates the student has registered in and will attend a course without writing examinations or submitting work, papers, lab reports, etc. Full fees are required for audit enrolment. Attendance at lectures, labs and seminars is required. However, for those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment AUDIT DENIED. Audit status in a particular course is not calculated in the GPA, does not have credit attached, may not be used toward completion of a diploma, certificate, associate degree, or degree.

Students are permitted to register for audit status in a particular course only after the last day of in-person registration, on a space available basis, with the instructor's signature. Students may change their registration in a course from credit to audit or audit to credit on or before the last day of the two week Add/Drop Period with the instructor's approval and signature.

**Second Year Standing:** Second year standing is based on the number of credits completed within a program;

**University Transfer:** successful completion of 24 credits in that program;

**Career programs:** successful completion of 50 percent of the total credits required for a two-year diploma in a specified program, or 30 credits.

## EXAMINATION PERIOD

The last two weeks of each instructional term is designated as an examination period. If a final examination is to be given, it will take place during the examination period and will be up to three hours in duration.

For some Career/Vocational programs, classes will continue as regularly scheduled throughout the examination period. In addition, a special examination schedule may be set. Detailed information is available from instructors or program coordinators.

The examination schedule will be posted each term by the end of the eighth week of instruction.

## STUDENT RECORDS

1. All official permanent student records are kept in the Registrar's Office, and are considered confidential. The information on file for a student is always available to that individual. Information will not be given to any agency or person other than the student, unless the student has given their permission in writing, or for institutional research projects approved by the College. Release of Information forms are available in the Records and Registration Office and from your local college campus.

2. Grade statements:

- Grade statements are mailed from the Registrar's Office at the end of each session;

3. Transcripts:

- Official transcripts are issued by the Registrar's Office, only at the request of the student, and are mailed directly to the institution or agency or to the student in a sealed envelope.
- Unofficial transcripts are issued by the Registrar's Office at the request of the student.

4. The records of First Nations students (including registration, transcripts and grades) held by the Registrar's Office may be released to the sponsoring band or the Capilano College First Nations Advisor only if a release has been signed by the student. A copy of this release must be on file in the Registrar's Office.

Alternatively, a band may submit a copy of a release signed by the student, together with their request for information. Requests must be received in writing and shall be responded to by letter from the Registrar or the Registrar's designate. Requests will not be received by telephone. Band officials are to direct their inquiries to designated College representatives, including the Registrar and/or project coordinator.

## PROTECTION OF PRIVACY AND ACCESS TO INFORMATION

Capilano College gathers and maintains information used for the purposes of admission, registration, alumni and other fundamental activities related to being a member of the Capilano College community and attending a public post-secondary institution in British Columbia. In signing an application for admission, graduation, or registration form, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the B.C. Freedom of Information and Privacy Protection Act (1992).

## EQUIVALENCE, EXEMPTION, SUBSTITUTION, TRANSFER CREDIT

All requests for equivalence, exemption, substitution or transfer credit must be submitted to the Office Manager, Registrar's Office, on the Transfer Credit Request form. A decision will be made with the recommendation of an appropriate program coordinator, if applicable. The credit or action will be noted and approved by the Registrar's Office. Students will be notified in writing of the final decision.

**Equivalence:** An equivalence indicates two courses within the institution deemed to be practically equal in content and credits, although they may be offered in two different program areas under different course numbers.

**Exemption:** An exemption indicates a student is not required to complete a particular course(s) in a program because of successful completion of a combination of post-secondary courses which, overall, constitute equal content.

**Substitution:** A substitution indicates a Capilano course used in lieu of another Capilano course to complete a program requirements. Credit must be equal.

**Transfer Credit:** Transfer credit is credit given for work successfully completed at another institution. The transfer credits reduce the total number of credits required to complete a certificate, diploma, or associate



degree. Approved transfer credit is noted on the Permanent Student Record as type one, two or three credit, as per the B.C. Transfer Guide. While grades are noted, they are not included in the calculation of the GPA.

## GRADING SYSTEM

The College employs a letter grade system.

Letter	Grade Point Value	Classification
A+	4.33	Excellent
A	4.00	
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	
D	1.00	Minimal Pass
F	0.00	Fail
<b>Non-Grade Designation</b>		
CIP*	—	Course in Progress
CR*	—	Credit Granted
NC*	—	No Credit Granted
I*	—	Incomplete
W*	—	Withdrawn
WE*	—	Withdrawal — Extenuating Circumstances
AUD*	—	Audit
ADN*	—	Audit Denied
* not calculated in grade point average		

### Grade Point Average (GPA)

Grade performance is expressed in terms of a grade point average (GPA). GPAs are reported on each permanent student record. To find the term GPA, the

grade point value for each grade is multiplied by the credit hours to produce a number of grade points for each course. For example: an "A" received in a three-credit course would become, for purposes of the calculation:

$$A = 4.00 \times 3\text{cr} = 12 \text{ grade points}$$

To find the term GPA, the sum of the grade points is then divided by the number of credit hours taken in one term only. Similarly, the cumulative GPA recorded is the sum of total grade points for all terms, divided by the number of credits for all terms of enrolment.

The minimum grade point average for graduation is 2.00.

### Audit

An audit indicates the student has registered in and attended a course without writing examinations or submitting work, papers, lab reports, etc. An Audit status is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a diploma, certificate, associate degree or degree.

### Withdrawal - Extenuating Circumstances

Withdrawal from a course after the end of the withdrawal period given for circumstances beyond the control of the student.

### CR or NC Grade

The grades "CR" or "NC" are assigned to courses in which a level of mastery is required for successful completion but is not included in the GPA calculation.

### F Grade

All Fail or "F" grades recorded on the student's transcript are assigned a value of zero in the calculation of a student's term and cumulative GPA.

### I Grade

An I grade or Incomplete may be assigned in exceptional circumstances when the student can achieve a passing grade by completing one or more units of the course. It is the student's responsibility to determine from the instructor what must be done to complete the course. If an Incomplete is not cleared within four months, the grade will be changed to the evaluation attained at the time the "I" was assigned.

## GRADE APPEALS

Students must take immediate action for a grade appeal. Students must contact a counsellor no later than two weeks after receipt of grades or Change of Grade Notification. The counsellor will discuss the grade and appeal procedure with the student and with the instructor, will provide the student with a "Final Grade Appeal" form, and will submit a report to the Appeals Committee.

If the student wishes to pursue the appeal, he/she must complete the "Final Grade Appeal" form and submit it to the Appeals Committee, along with a fee of \$42.50 for each grade to be appealed, within 14 days after the counsellor's report has been received by the Appeals Committee Secretary. Failure to meet this timeline will be grounds for dismissal of the appeal.

Appeals are considered by an Appeals Committee chaired by one of the College deans. The Committee consists of representatives from faculty, students, and a counsellor. During the appeal process all term grades, including the final examination mark, are taken into consideration. In all cases the students are informed in writing of the Committee's decision. Should the mark be changed, the fee is refunded.

Only those appeals that follow the above process will be considered.

## REPEATED COURSES

A course may be repeated for the purpose of improving a grade, but no more than once. The grade for each attempt will be recorded with the higher grade used in the computation of the cumulative GPA.

No course may be taken more than twice if the student has received two failures, or made two withdrawals or any combination of failure and withdrawal. Subsequently, a student will not be allowed to enrol in a third attempt unless all of the following have been satisfied:

- a. a term GPA of 2.5 or better is achieved;
- b. the signature of either an advisor, or counsellor is entered on the registration form;
- c. the signature of the faculty coordinator responsible for that subject is entered on the registration form.

The Repeated Courses Policy also applies to courses deemed to be equivalent, have a similar curriculum, and the same subject material; for example, Biology 108 and Biology 110.

## REPEATED TERMS

Students who enrol but withdraw from all courses in two consecutive terms will be ineligible to re-register for one term, Fall or Spring. Students who receive grades of F (fail), W (withdraw), or a combination of these grades in all courses of enrolment in two consecutive terms shall be ineligible to re-register for one term, Fall or Spring. If following a third term of enrolment, students who receive grades of F, W, or a combination of these grades in all courses of enrolment, will not be allowed to enrol for two terms, Fall and Spring.

Students who must withdraw from all courses in two consecutive terms due to medical reasons, or due to circumstances beyond their control, may appeal to the Registrar for a permit to re-enrol.

## ACADEMIC PERFORMANCE

Students at Capilano College are expected to maintain acceptable standards of scholarship. Specifically, they are expected to maintain a minimum 1.80 CGPA (cumulative grade point average). A student who does not maintain this minimum CGPA will be considered to be performing unsatisfactorily. The following procedures will apply for evaluating the student performance in accordance with policy governing continuance, withdrawal and readmission.

1. Academic performance will be evaluated on courses for which Capilano College grades have been assigned. (Assigned grade will include grades A+ through D, F, but will exclude W, CR and AUD).
2. Following admission, no formal assessment will take place until the student has completed a minimum of nine credits of assigned grades.
3. Students who were admitted to the College with an admission average below 1.80, and who have attempted nine credits at a previous post-secondary institution, will be admitted on academic probation.

## ACADEMIC PROBATION

Students who have received assigned grades for at least nine Capilano College credits with a GPA of less than 1.80 based on the four-point scale, will be placed on academic probation. Students will be notified in writing of their status and may be advised to book an appointment with an advisor or counsellor prior to re-registering.



Students permitted to register will be limited to enrolling in nine credits or a maximum of three courses. Following completion of the nine credits or three courses, the student records will be reassessed.

If, at the end of the probation period:

- the term GPA on assigned grades during the probation period and the cumulative GPA are 1.80 or higher, the student will be returned to good academic standing;
- the term GPA on assigned grades during the probation period is 1.80 or higher, but the cumulative GPA is less than 1.80, the student will continue on academic probation;
- the term GPA on assigned grades during the probation period is less than 1.80, the student will be required to withdraw from the College for at least one term (fall or spring).

## REQUIRED TO WITHDRAW

Students who have been Required to Withdraw (RTW), may not apply for readmission for one full term. We strongly advise students to contact an advisor or a counsellor before submitting an application for readmission.

Students who have been required to withdraw must make application for readmission. Permission for readmission will be granted by the Registrar in consultation with the appropriate department and an advisor or counsellor, if necessary. If admitted, the nine credit enrolment limit will apply, as consistent with the probation policy.

Required to Withdraw students granted readmission in the original program of registration or a new program must achieve a grade point average of 2.00 or better on those credits attempted. Students who do not achieve this level will be required to withdraw from the College for one full year and may only be readmitted by application to, and with the approval of the Admissions Appeal Committee.

**Note:** *Some Career and Vocational programs reserve the right to review performance after each term. This review could result in denied permission to register.*

# Student Services

## EDUCATIONAL ADVICE

### THE ADVISING CENTRE

#### Admissions Advising/ Educational Planning/ High School Liaison

Anna Lee BOULTON, Supervisor, B.A. (Alberta)

Jean BERRY, Advisor and International Student Advisor, B.Sc. (Wisconsin)

Elin BRNJAC, Educational Planning Assistant

Marni BUSH, Educational Planning Assistant

Jeri KROGSETH, Advisor, B.A. (UBC), B.C. Teachers' Certificate

The Advising Centre

- provides prospective students with educational planning consistent with their career goals
- assists students and prospective students in making course selections consistent with their career goals
- organizes application and pre-registration workshops on campus to help prospective students make an easy and successful transition into college
- provides on-going educational planning for students on campus
- assists students in planning their transfer to other institutions
- provides the general public with information on all college programs through the "Advising Hotline" telephone
- visits high schools in the lower mainland to provide information on all college programs and to assist students in their transition from high school to college.

Appointments may be made at the Advising Centre desk in Birch Building, Room 238 or by calling the Advising Hotline at 984-4990. Drop-in advising is also available.

### REGISTRAR'S OFFICE

Itidal SADEK, Registrar, B.Arch, B.Sc. (Egypt)

Barbara ROBERTSON, Associate Registrar, B.Ed.(UBC)

Cheryl HELM, Office Manager, Records and Registration, B.A. (UBC)

The Registrar's Office is responsible for maintenance of all permanent student records, admission and registration procedures for all prospective and continuing students, and administration of College policies

pertinent to those areas. In addition, all semester and examination timetables and official course articulation and graduation is coordinated by the Registrar's Office.

Questions should be directed as follows:

Admissions and Records: 984-4913

Transcripts: 986-1911, ext. 2084

Fax: 604-984-1798

## DISABILITY SERVICES

### *Faculty*

Jolene BORDEWICK, B.Sc. (Ed) (Idaho), M.Ed. (UBC), P.D.P. (SFU), A.R.W. — Office of Educational Planning

Lucas FOSS, B.A. (Carleton), M.A. Counselling Psychology, (Adler School of Professional Psychology), R.C.C., A.R.W. — Office of Educational Support

### *Support Staff*

Margaret MACAULAY, Secretary

Services to students with disabilities are provided by the Office of Educational Planning for Students with Disabilities (located in the Advising Centre — Birch Building, Room 241) and the Office of Educational Support for Students with Disabilities (located in Counselling — Birch Building, Room 272). Students with learning disabilities may be referred to the Achievement Resource Centre.

Contact with the Office of Educational Planning must be made at least four months before students plan to begin courses.

Following an intake interview and provision of appropriate and current documentation, a variety of services can be provided for students:

- transition and educational planning
- college orientation and access information
- registration assistance
- instructor notification for classroom accommodation
- exam invigilation
- individualized support services
- taped texts
- interpreting services
- notetakers and scribes
- exit planning

Faculty are available Monday through Thursday. Call 983-7526 for more information.

## FIRST NATIONS STUDENT SERVICES

### *Faculty*

Peggy SHANNON, M.Ed. (UBC), First Nations Advisor

Darell GADDIE, B.A. (U of Regina), Liaison Officer

The First Nations Student Advisor provides direct services to First Nations students in a variety of ways: assistance with course selection and registration; information concerning College resources; advisor for special programs; liaison with First Nations Band education officers and college instructors; consultation regarding personal and educational matters. The advisor also acts as resource to the student-based First Nations Issues Committee.

The Liaison Officer is responsible for special programs and services to First Nations students and prospective students in regions served by the Sechelt, Squamish and Mt. Currie campuses. Internal calls 3067, external calls 986-1911.

Presently located in the Achievement Resource Centre at the North Vancouver campus, Birch Building, third floor, the advisor also coordinates advice provided to the College from its First Nations Advisory Committee, an external advisory group. Internal calls 1762, external calls 984-1762.

## LEARNING SUPPORT SERVICES

### LIBRARY

#### *Administration*

Frieda WIEBE, B.A. (U of S), M.L.S., M.B.A. (UBC), College Librarian

#### *Faculty*

Karin HALL, B.A. M.L.S. (UBC)

David LAMBERT, B.A. (U of A), M.L.S. (UBC)

Annette LOREK, B.A., M.L.S. (McGill)

George MODENESI, B.A., M.L.S. (UBC)

Sidney MYERS, B.A. (UBC), M.L.S. (Western)

Maureen WITNEY, B.A. (Trent), M.L.S. (U of T)

#### *Staff*

Kathleen COSGROVE, Audio-Visual Services

Heike FAERBER, Audio-Visual Services

Sharon FEYER, Audio-Visual Services

June HUNTER, Media Production Services

Karen KLAVER, Circulation Services

Dianella KNIGHT, Media Production Services

James KWOK, Circulation Services

Anne MOYE, Secretary

Carol NOONAN, Technical Services

Nola O'BRIEN, Technical Services

Gail OWEN, Circulation Services

Diane PARKER, Technical Services

*General Information — Student Services*



Edna SAKATA, Media Production Services  
Karyn SCHMID, Circulation Services  
Joanna SPURLING, Circulation Services  
Judy STEAR, Circulation Services  
Deborah SWIGART, Circulation Services  
Karen WAUGH, Technical Services

### **Library Hours – North Vancouver Campus**

Monday – Thursday	8:00 am – 10:30 pm
Friday	8:00 am – 4:30 pm
Saturday – Sunday	1:00 pm – 5:00 pm

### **Audio Visual Services**

Monday – Thursday	8:00 am – 10:30 pm
Friday	8:00 am – 4:30 pm

### **Media Production Services**

Monday – Friday	8:30 am – 4:30 pm
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### **Library Hours – Squamish Campus**

Monday – Thursday	9:00 am – 7:00 pm
Friday	9:00 am – 4:00 pm

### **Library Hours – Sechelt Campus**

Monday – Thursday	9:00 am – 7:00 pm
Friday	9:00 am – 4:00 pm

### **Collections**

Students have access to a book collection of over 100,000 volumes, periodical and newspaper collections of 750 current titles, and collections of videos, compact disks, CD-ROM and online databases, maps, government documents, annual reports and pamphlets.

The INNOPAC online catalogue provides access to the library's materials and a gateway to a variety of online indexes and other library catalogues. For instructions on how to access the catalogue from outside the Library, see the "Library Guide for Students" available in the Library. Reference computer workstations provide access to CD-ROM, Internet, and other online information resources.

### **Research Assistance and Instruction**

Students receive a library orientation and basic research methods class during the first year English, Psychology, and Communications courses. Other courses often include a class in the use of library materials specific to the subject area. Individual research assistance and Internet research classes are also offered. Numerous guides to resources and services are available in the library.

### **Circulation Services**

Students are required to present current Capilano College I.D. to borrow library materials. I.D. cards must be renewed each term. For loan periods and other policies see the "Library Guide for Students" available in the library.

**Note:** *Fines are charged on all overdue library materials. Hourly and daily charges vary depending on whether the item is on reserve, recalled, or on regular loan. Please note the due date on each item borrowed and return materials on time. Failure to return materials and pay all fines at the end of each term will result in debt listing (transcripts are withheld and further registration is prohibited).*

### **Audio-Visual Services**

A variety of audio-visual software and equipment is available for use in the library or may be booked for classroom presentations. Films, videos, records, cassette tapes, and CD's are listed in the library's catalogue. Projectors, video players, cassette recorders, CD players and record players are available for individual use at library study carrels or for small group use in the library's preview room.

### **Media Production Services**

Assistance in the design, preparation, and production of audio-visual materials is provided. Selected equipment is available for self-help use. Overheads, laserprints, laminating, slides, video and audio products are available at the cost of materials. Ask at Media Production Services. Computers are available for use in the Library Computer Lab.

### **Sechelt and Squamish**

A small collection of reference and information materials is housed at each regional campus. Access to the entire college library collection is provided via the INNOPAC catalogue. A library orientation and basic research methods class is provided at the beginning of each term. Inter-campus loans and telephone reference services are also provided.

### **Adaptive Technologies**

The Library has a workstation designed for use by visually impaired students. This includes a large screen monitor and text enlarger, a digital scanner, a voice synthesizer and a Braille printer.

## ACHIEVEMENT RESOURCE CENTRE

### *Faculty*

Janet BLACK, B.C. Teaching Cert, B.G.S., Post Bacc.,  
Special Ed. (SFU)

John BROOKS, B.A. (SFU)

Ruth D'HOLLANDER, B.C. Teaching Cert., B.Ed.,  
M.Ed. (McGill), C.A.S. (Harvard)

Bev HILL, B.Ed. (UBC)

Wendy LYNN, B.Sc. (Carleton), M.Sc. (Waterloo)

Susan MURRAY, B.Ed. (T.E.S.L.) (Concordia) M.A.  
(Applied Linguistics) (Concordia)

Jan SHIELL, M.Ed. (UBC)

### *Support Staff*

Erica BRANT, Learning Assistant

Lynne HAMILTON, Divisional Assistant

## Achievement Resource Centre — North Vancouver

Students wanting to increase their learning efficiency are invited to use the services and facilities of the Achievement Resource Centre (ARC), located in the Birch Building, Third Floor, Room 337. Students who have specific learning difficulties are encouraged to discuss their concerns with ARC faculty.

The Achievement Resource Centre offers the following campus wide services:

1. Credit courses which provide opportunities for students to learn and adopt methods that lead to success in college.
2. Scheduled workshops on study skills to help all students succeed at college.
3. Personal assistance for students who are doing well but want to improve further.
4. Assistance in using computer resources available in the Centre.

Resources available are:

1. Hardware — Macintosh, IBM-compatible computers.
2. Software — word processing, spelling, vocabulary and keyboarding skills.
3. Self-paced learning programs on cassette, video, and computer diskette to improve study and learning skills.
4. Group and individualized instruction for study skills development.

The ARC also provides a variety of handouts on study tips.

For more information, call 984-4945 or drop by the Achievement Resource Centre, Birch Building.

## Achievement Resource Centre — Squamish and Sechelt

ARC programs and services are also offered in these locations. Contact the local College receptionist for more information: in Squamish 986-3515 (toll free from North Vancouver) or 892-5322 (local), Fax 892-9274; in Sechelt 987-1535 (toll free) or 885-9310 (local), Fax 885-9350.

## WRITING CENTRE

All students registered at the College may visit the Writing Centre (FR402) for advice on written assignments or help with writing problems. The Centre is not a proofreading service, but aims to help students develop their writing ability.

The Centre also offers resources for writing: quiet space, a collection of reference books, information sheets and exercises, and computers with word processing and printing facilities.

The Writing Centre is staffed by faculty members from the English, ESL and ABE Departments. Hours of operation are posted.

## THE MATHEMATICS LEARNING CENTRE

Students studying mathematics at Capilano College benefit from one of the most comprehensive learning centres in the province. The Mathematics Learning Centre (MLC) is located in the Birch Building, Room 289. During scheduled hours students may obtain individual assistance from the lab supervisor or instructor on duty. The MLC also contains an extensive collection of learning materials including software, videos, and reference texts.

## INTERNATIONAL STUDENT CENTRE

Gary HENKELMANN, Manager, B.Ed. (U of Alberta)  
Jean BERRY, International Student Advisor, B.Sc.  
(Wisconsin)

Ethelyn McINNES-RANKIN, International Student  
Counsellor, B.A. (U. of Winnipeg), M.A. (UBC)

The Centre provides information concerning student authorizations (visas), Canada's immigration regulations and policies, medical insurance, orientation, educational/personal counselling and homestay needs.

Capilano College encourages all international students to participate in the International Club to meet



Canadian and other international students and to participate in a variety of activities, on and off campus. Contact Ethelyn McInnes-Rankin for details.

Student volunteers are available as conversation buddies during the fall and spring terms. Contact the Peer Support Centre.

All international students are expected to attend orientation days prior to the start of term in September and January. Orientation provides information to make the life of an international student easier. It is recommended that international students arrive in Vancouver at least three weeks before the start of classes.

## INTERNATIONAL EXCHANGES

The College has been active for a number of years in promoting exchanges with colleges, universities and other agencies outside Canada. Students from Capilano College and Japanese institutions have exchanged as have faculty from Rajamangala Institute of Technology, Thailand, and Open University of Ho Chi Minh City in Vietnam.

Capilano College and Aichi Gakusen College of Toyota City, Japan established a special relationship in 1983 which provides for the annual exchange of students between the two colleges.

Up to three Capilano College female students study and work at Aichi Gakusen from late September until mid-winter. Each student is provided with a scholarship of Y750,000 (approx. Cdn. \$7,500), a Vancouver-Tokyo-Nagoya round trip ticket and free tuition in a special program of studies specifically tailored to the individual student. The total value of the scholarship is approximately Cdn. \$20,000 for each student.

Formal agreements have been signed with other post-secondary educational institutions in China, Malaysia, Thailand, Japan and other countries of the Pacific Rim which will continue to enhance opportunities for exchange.

A special exchange agreement with Kushiro Public University in Japan provides for faculty exchange annually.

As a member of a number of international education training associations in Canada and the United States, the College is able to provide a variety of opportunities for students and faculty to study, travel, or work overseas.

## STUDENT FINANCIAL SUPPORT

### EMPLOYMENT CENTRE FOR STUDENTS

Dave SHARROCK, Advisor

Lynne SOMERVILLE, Advisor

The Student Employment Centre equips students and alumni with the knowledge and skills necessary to secure employment specific to their individual needs.

It is critical to understand the new world of work and how it affects opportunities in the 21st century. To meet this challenge, the Student Employment Centre provides students with a variety of services including:

- practical self-assessment before you start the "search"
- what it means to market yourself
- developing a "network"
- how to research the hidden job market
- review of all employment-related documentation
- tips on interviewing
- assessment of job offers
- support and encouragement through all phases of the work search process

In addition to providing employment guidance, the Centre also displays hundreds of employment opportunities that are posted daily on a central Job Posting Board. All types of positions are available: full-time, part-time, seasonal, contract and career-oriented.

The Centre offers drop-in service, individual appointments and in-class group presentations. Students are encouraged to visit the Centre early in their academic term to establish an on-going connection of support for employment concerns throughout the duration of their studies.

Birch Building, Room 270

(604) 984-4965 or (604) 986-1911 Ext. 2392

### FINANCIAL AID AND AWARDS

Doug CAMERON, Financial Aid Officer

Iris CUNNINGHAM, Financial Aid Assistant

Valerie KENDRICK, Clerk

Financial Aid Office	Room 284 Birch Building
General Office Hours:	8:30 am to 4:00 pm Monday through Friday
Direct Telephone:	(604)984-4966
Fax:	(604)983-7563

## Programs Administered by the Financial Aid Office

Adult Basic Education Student Assistance Program (ABESAP)\*

- Deadline: End of the first month of classes (while funds available)

Special Opportunity Grants for High-Need Part-Time Students (PT-SOG)\*

- Deadline: End of the first month of classes in each term (while funds available)

Training Assistance Benefits (TAB)\*

- Applications are processed on first-come, first-served basis

Internal scholarship and awards\*

- Deadlines:

Fall Term	October 2
Spring Term	January 30
Summer Term	June 30 (subject to availability of funds)

Other government programs as they become available

## Services Provided by the Financial Aid Office

Information and applications for British Columbia Student Assistance Programs

- British Columbia Student Assistance Program (BCSAP)\*
- Processing takes approximately six weeks
- Deadline for applications is eight weeks prior to the end of study period
- Loan Remission
- Special Opportunity Grants for Students with Disabilities (SOG-SWD)\*
- Work-Study Program
- Other government programs as they become available

Applications for the Student Assistance Programs of other provinces

Assistance in preparing reassessments or appeals for BC Student Assistance Programs

Emergency Aid (limited). Includes: Fee Deferrals, Advances of Loans, Emergency Bursaries, and Emergency Loans

Emergency individual financial counselling

Workshops and information sessions on:

- Financing your education
- Budgeting

Application forms for external assistance and awards

*\*Note: Government Loan/Grant Programs are intended to assist students who do not have the resources available to pay for their education. Student and in some cases family resources may be required to form the basis for funding. The amount of money a student will receive will not necessarily cover the entire costs associated with post-secondary education. It is expected that students create a financial plan and that they budget loan funds for each educational year.*

## Publications

"Financial Aid and Awards—A Student Guide"

Government and internal pamphlets and brochures related to Student Financial Aid

External pamphlets and brochures related to Student Financial Aid

## Scholastic Awards

### Deans' List

Full-time students completing a term and meeting the Deans' list criteria will receive a congratulatory letter from the College recognizing their achievement.

To be eligible for the Deans' list, the student must have a 3.67 or higher grade point average, have no Incompletes, no Credit Granted or Fail grades and completed a minimum of 12 credits for that term.

### Merit List

Part-time students with a cumulative grade point average of 3.67 or higher upon the completion of 30 or 60 credits will receive a congratulatory letter from the College recognizing their achievement.

### The Governor-General's Collegiate Bronze Medal

This award is presented to a Diploma graduate from a two-year program who has achieved the highest cumulative grade point average, and who has attained this grade point average on a minimum of 15 credit hours per term, or full program load as outlined in the calendar, during attendance at Capilano College.

### The Lieutenant Governor's Silver Medal

Awarded for academic excellence and contribution to the College and community to a graduate in a Vocational or Career program of less than two years' duration.

## Scholarships, Bursaries, and Awards

Various awards which recognize achievement, and/or financial need are available through general and

*General Information — Student Services*



individual application forms. A detailed listing of these awards is contained in the free booklet: "Financial Aid and Awards—A Student Guide".

## ALTERNATIVE LEARNING FORMATS

### DISTANCE EDUCATION

Capilano College offers a variety of courses by distance education. Some courses are offered on line. To obtain a list of courses currently offered, students can find the information at <http://merlin.capcollege.bc.ca/courselistings.html>.

Other distance education courses are offered via video conferencing with our regional campuses. Such courses are part of our regular course offerings.

### Fish Culture Technician Program

The Fish Culture Technician program is available in distance learning format only. Students may register in one or more courses. Upon completion the student is awarded the Fish Culture Technician Certificate.

The distance learning program has been designed for individuals who are currently working or seeking employment in the fish culture field and wish to upgrade their academic credentials. Individualized programs may be available.

### Legal Assistant Certificate Program

The part-time Legal Assistant Certificate program is available in distance learning format for students living outside the Lower Mainland. Students must be employed as a legal secretary while completing the program and have at least two years of such experience before starting the program. The content of this program is identical to the content of the part-time Legal Assistant Certificate program. For more information, or to receive a brochure, call the Legal Assistant Department at 983-7594, or visit the Web site at: [www.capcollege.bc.ca/programs/legal\\_assistant/](http://www.capcollege.bc.ca/programs/legal_assistant/) or send e-mail to: [lgas@capcollege.bc.ca](mailto:lgas@capcollege.bc.ca).

### CO-OPERATIVE EDUCATION

Co-operative education integrates a period of classroom learning with periods of work experience to enable students to apply their knowledge and skills. Students alternate periods of full-time study with periods of paid employment in business, industry,

government and non-profit organizations. The goal is to develop high calibre graduates, better able to assume productive jobs.

Employers may use Co-op students to assist in building a work force that meets the short-term needs of their organization. Students can undertake special projects and provide relief for permanent staff who may be undertaking other tasks. In the longer term, employers have a cost effective means of evaluating potential future employees.

The Co-op experience provides students with a superior, well-rounded education enriched by the practical application of their skills. They obtain valuable "hands-on" experience and are able to evaluate their career choices.

The College receives immediate feedback on the quality and relevance of the program areas and on the quality of the students. Co-op education also helps us develop contacts with the business community in general.

The following are co-operative education programs at Capilano College:

- Asia Pacific Management
- Business Administration
  - Accounting
  - Computing
  - General Management
  - Marketing
- Retail Marketing
- Tourism Management

Details on these programs are available in the appropriate program area of this Calendar.

## PERSONAL SUPPORT SERVICES

### COUNSELLING

#### Faculty

Daniel FRANKEL, B.A. (Concordia), M.Ed. (McGill)  
David JONES, B.A., M.A. (Dalhousie), Ph. D. (SFU)  
Yvonne McCOLL, B.A. (Simmons), M.Ed. (Harvard)  
Ethelyn McINNES-RANKIN, B.A. (University of Winnipeg), M.A. (UBC)  
Susan MITCHELL, B.S.Ed. (N. Illinois), M.A. (UVic)  
Sukhi SOHI, M.A. (UBC)  
Suzanne WALLSTER, M.Ed. (Montana)

#### Support Staff

Ursel BROWN  
Norma McALLISTER

## General Information

The counsellors at Capilano College are professionals trained to provide a variety of counselling services designed to promote and support students' academic success, identification and achievement of appropriate career goals, and personal growth.

At present, the Counselling Department offers the following services to Capilano College students:

*Educational Counselling* is available to help students plan their college education according to their interests, aptitudes and career goals.

Students are advised to consult with a counsellor when experiencing academic difficulties. Students **must** see a counsellor before registering for an overload or when considering filing a formal grade appeal.

*Career Counselling* offers help to students who are having trouble deciding on a career, who perhaps feel unsure, confused, or lacking motivation. Counselling and testing can help students make realistic career plans based on their interests, abilities and values.

*Personal Counselling* is available to help students who are experiencing personal difficulties which affect their ability to succeed in college. Counsellors can help students to clarify issues, overcome obstacles and find effective ways of dealing with their problems. Counsellors can also refer students to community agencies for further assistance.

*Workshops and Outreach Programs* designed to help students succeed are offered throughout the term in such areas as career exploration, goal-setting, test anxiety, procrastination, stress management, communication and assertion training.

*Credit Courses* that are a full term in length are co-taught by the counsellors on strategies for student success.

The Counselling Department is located in Room 267 of the Birch Building. Appointments to see a counsellor may be made through the receptionist, or by calling 984-1744. Appointment times are available Monday through Friday, from 9 a.m. to 4 p.m. Drop-in counselling is also available to accommodate students in crisis or emergency situations, or for short consultations.

All counselling is confidential.

Those living in the Pemberton – Howe Sound region requiring the assistance of a counsellor should contact the Squamish campus. Appointments may be arranged by calling 892-5322.

Sunshine Coast region residents should call the Sechelt campus, 885-9310.

## Peer Support Centre

Members of the Counselling Department are responsible for the training and supervision of Peer Support Centre volunteers. These volunteers are students who can assist other students by providing information and through supportive listening. In addition, the Centre is engaged in a number of outreach activities designed to support student success and to foster a sense of community at Capilano College. The Centre is supported by the Capilano Students' Union.

## CHILD CARE

Capilano College offers child care for infants, toddlers and 3-5 year olds. Some part-time spaces are available. Priority is given to Capilano College students.

Applications for child care are available at the Child Care Centre or by calling 984-4950.

## HEALTH SERVICES AND SPORTS MEDICINE CLINIC

Dr. Bill MACKIE, B.Sc., M.D. (UBC), CCFP, Dip. Sport Med., Director of Medical Services

Located in the Birch Building, Room 249A.

General medical services are available to students at no charge on Tuesdays and Thursdays during the Spring and Fall terms. Appointments may be made through the receptionist. Internal calls 4964, external calls 984-4964.

## Physiotherapy

Paige LARSON, B.Sc.(PT), BPE, MCPA, Sports Physiotherapist

Jeff ROONEY, B.Sc. (PT), MCPA

Denise MORBEY, B.Sc. (PT), MCPA

Located in Birch Building, Room 249A.

Physiotherapy services are available to students and College employees according to the MSP, ICBC and WCB fee schedules. Appointments may be made through the receptionist. Internal calls 4964, external calls 984-4964.

Monday - Thursday	7:00 a.m. to 6:00 p.m.
Friday	7:00 a.m. to 3:00 p.m.

## First Aid

First Aid is administered through the Facilities Department. Internal calls 1772, external calls 984-1772.



First Aid Services are available on campus at the following times:

**During Spring and Fall Terms**

Monday – Thursday: 8:30 a.m. – 2:00 a.m.

Friday – Sunday: continuous coverage from 8:30 a.m. on Friday

**May to August:**

Monday – Friday 8:30 a.m. – 4:30 p.m.

Evenings and weekends as required

## **SEXUAL HARASSMENT POLICY ADVISOR**

Janet KEE, B.A. (U of T), LL.B. (U of T)

The primary work of the Sexual Harassment Policy Advisor is to assist campus members to informally resolve sexual harassment problems. This work can include discussing effective responses, facilitating communication between the concerned individuals, and helping complainants initiate a formal complaint under the College Sexual Harassment Policy (see Policies and Procedures in this Calendar).

The advisor also offers presentations and workshops on campus on many topics, including sexual harassment, dating violence, cross-gender communication, and assertiveness training. The advisor and her resource library are available to all student researchers with questions about sexual harassment and related topics.

The advisor is located in the Birch Building, Room 278. Appointments may be arranged by calling 984-1744.

## **SECURITY**

Capilano College is concerned with the safety and security of students, faculty, staff and visitors on campus.

Security at the North Vancouver campus is provided by uniformed officers. These officers are available to escort any member of the College community. Advance notice is appreciated, but not required. Campus security may be reached at 984-1763.

A security awareness orientation is provided to every class at the beginning of each term. Faculty, particularly those teaching evening classes, promote and actively encourage the buddy system. Students are advised to walk with a friend or, if possible, travel in groups to parked cars or to other locations, or get a ride to their vehicle if they are parked some distance away from others.

## **CAREER ADVISING**

### **Career Resource Centre**

The College assists students considering career options by providing information and reference materials on a wide variety of occupations. The Career Resource Centre is located in the Birch Building, Room 267. It houses a collection of self-help books, vocational literature and information on labour market trends. The Centre also contains calendars from Canadian and foreign universities and colleges, and free informational brochures on campus and community resources. Copies of past and current course outlines for Capilano College are available for reference in choosing courses and instructors. In addition, some career and program information is on videotape, which can be viewed in the Centre. For assistance, contact the receptionist. The Career Resource Centre is open from 8:30 – 5:00 p.m., Monday through Thursday, and from 8:30 – 4:30 p.m. on Fridays.

## **CAMPUS ACTIVITIES**

### **ATHLETICS AND RECREATION**

#### *Administration*

Joseph IACOBELLIS, B.P.E., M.P.E. (UBC),  
Manager

#### *Faculty*

Milton WILLIAMS, B.P.E. (UBC), Programmer

#### *Support Staff*

John BRAITHWAITE, Weekend Attendant

John DOWLER, Program Assistant

Michael FRANKOWSKI, Senior Attendant

Wade KEELER, Evening Attendant

Tom SMITH, Evening Attendant

#### **Athletics**

Capilano is a full member of the British Columbia Colleges' Athletic Association, which is the governing body for all intercollegiate athletics in the province. Provincial championships are determined annually, with winners advancing to national finals. This affords our College's highly skilled student athletes an opportunity to meet with and compete against the best college athletes in Canada.

Intercollegiately, Capilano Blues teams compete in soccer, basketball, volleyball, and badminton both for women and men. Each year, our many exceptional athletes, working with the experienced Blues coaching

staff and managers, have combined to produce both provincial and national championship teams. For example, Capilano won both the men's and women's 96/97 National Soccer titles, and the women won the National Silver medal in 97/98. Capilano College is proud of the accomplishments of its student athletes and of its growing reputation for athletic excellence.

## Campus Recreation

An expanding intramural program, utilizing the College's Sportsplex facility and the Weight Training Centre, together with recreation and fitness programs, are available during both Fall and Spring terms. Some examples of the scheduled activities available are: co-ed volleyball, basketball, indoor soccer, badminton, aerobics, karate, weight training and many more.

The Sportsplex is located in the south east corner of the south campus parking lot across from Birch Building.

For detailed Gym Schedule and Game Times call 984-1737. For Intramurals, Recreational Programming call Milt Williams at 983-7532. For athletes seeking information about their sport status, call the Athletic Director, Joe Iacobellis at 983-7553. For general information please call John Dowler at 984-4997. Our fax number is 984-1736.

## Sportsplex and Fitness Centre

The Sportsplex, one of the finest multipurpose facilities in the province, houses the intramural programs, athletics, gymnasium-based programs, extension courses in sports and recreation and a general activity drop-in program for those choosing a less structured schedule. Each of these programs offer a variety of activities which will satisfy the recreational needs of the student body.

Facilities include a 14,500 sq. ft. gymnasium with seating capacity for 1,700, suitable for basketball, volleyball, badminton, indoor soccer, wrestling, martial arts and many other activities; a 2,400 sq. ft. aerobics gym, weight and fitness centre, dressing rooms and sauna. A wide range of services including towel service, locker rentals, first aid, laundry service and equipment loans are available.

Current hours of operation during the term (September to April) are:

Monday to Thursday:	8:30 a.m. to 11:00 p.m.
Friday:	8:30 a.m. to 7:30 p.m.
Saturday/Sunday:	1:00 p.m. to 5:00 p.m.

## STUDENT UNION

The Capilano Students' Union is an organization comprised of all registered full- and part-time students at the College. Membership in the Union commences at registration, upon payment of the Union membership fee\*, and ceases at the end of the last semester of study.

In 1981, a referendum was held at Capilano College in which students voted by a 90.4% majority in favour of joining the Canadian Federation of Students, a national alliance of college and university students' unions.

Provincial and national Federation fees\* are calculated per credit per semester.

On campus, the Students' Union works to protect the rights and advocate for the interests of its members. The Union appoints student representatives on the College committees, providing student perspectives in the College decision-making process. The Union also organizes on-campus social and cultural activities, and provides a variety of services to its members. Provincially and nationally, the Union works through the Federation to positively affect government and post-secondary education policies in such areas as tuition fees and student financial assistance.

The activities of the Students' Union are coordinated on a day-to-day basis by an elected Executive Committee. Elections of all vacant and expiring positions on the Union's Executive Committee are held during the first five weeks of each College semester. One member of the Executive Committee sits on the provincial Executive of the Canadian Federation of Students.

For more information about the Union, or a copy of the Union's Constitution and Bylaws, please stop by the Union office, Room 116 in the Maple Building.

\* Fees are currently under review and subject to change. Consult the Students' Union for current information about fees.

## CAMPUS PUBLICATIONS

### THE CAPILANO REVIEW

*The Capilano Review* is a tri-annual magazine of the arts, publishing poetry, fiction, fine art and drama from all over Canada and the world. Since its beginnings in 1972 in the Capilano College Humanities Division, the magazine has been recognized six times for excellence by the National Magazine awards, twice by the Western Magazine awards, and been cited by the Canadian Studies Association. Its distribution spans nine countries. *The Capilano Review* is published by the Capilano Press Society; it receives support funding



from the Canada Council, the B.C. Cultural Fund, Capilano College, and the B.C. Gaming Commission. Subscriptions are \$25 for one year (three issues) or \$45 for two years. The student rate for one year is \$15. The Capilano Press Society welcomes donations to its Friends and Benefactors Program, which are tax deductible through The Capilano College Foundation. Write to: *The Capilano Review* c/o Capilano College. Telephone: (604) 984-1712. Fax: (604) 983-7520. Web site: [www.capcollege.bc.ca/departments/TCR/tcr.html](http://www.capcollege.bc.ca/departments/TCR/tcr.html)

## STUDENT NEWSPAPER

The student newspaper at Capilano College is the *Capilano Courier*, published every other week. The *Courier* is run by an independent staff of student volunteers, autonomous from the student society and College administration.

Since the *Courier* is written, organized, and laid out on campus, there is always a need for help. Students are encouraged to take part in news and feature writing, reporting, editing, layout, photography, artwork, desktop publishing, graphic design, and advertising. The newspaper is not a "class project" and therefore offers the chance for all students to participate in the democratically-run collective staff.

The *Courier* welcomes input from the entire College community. Classified ads (which are free to students, staff, and faculty), letters to the collective, and other contributions can be submitted to their offices.

## GENERAL CAMPUS SERVICES

### BOOKSTORE

Located in the southwest corner of the Birch Building, the Bookstore offers required and recommended texts, stationery, clothing and sundry items.

The first six weeks of classes, the Bookstore is usually open 8:30 a.m. to 8:30 p.m., Monday through Thursday; and 8:30 a.m. to 4:00 p.m. on Fridays. After six weeks, closing time changes to 6:30 p.m. but remains 4:00 p.m. on Fridays. Summer session hours are 8:30 a.m. to 4:00 p.m., Monday through Friday. The Bookstore accepts cash, Visa, MasterCard, Interac and cheques with proper ID.

For information regarding used books, please contact the Capilano Students' Union.

## STUDENT STORE — CAP CORNER

The student store, located in the Library building, is operated by the Retail Marketing students.

The store serves as a teaching aid allowing students to put into practical use the skills they learn while in the classroom.

The store sells Capilano College sweatwear, school supplies, common pharmaceutical items, gifts, candy, snacks and cold drinks.

Special sweatwear orders for clubs, organizations, and various athletic teams can be arranged.

Hours of operation are Monday to Thursday from 10:15 a.m. to 4:15 p.m.

## PARKING

PAY PARKING is in effect 24 hours a day, seven days a week, all year.

PAY PARKING applies to all parking spaces at the North Vancouver campus, including all those on College roadways, and is strictly enforced.

Parking on Purcell Way is reserved for the residents of Purcell Way.

EXCEPTIONS: Pay parking does not apply to non-owned/leased property, namely:

East side of Monashee, just north of Northwest Kennels is on District Land and not under the College's pay parking program.

Gravel road north of Parking Lot 4 (east to west between Monashee and upper Lillooet Road).

Small area between Lillooet Road Entrance 2 and Parking Lot 3.

Some areas of Lillooet Road allow parking. Observe signage in areas near driveways.

The administration and operation of pay parking including permit sales, equipment, and administration of warning notices, fines, and towing is handled by Imperial Parking. (Telephone: 681-7311)

### Fees for Pay Parking

- \$2/day: Daily tickets are purchased from meters located throughout the campus (2 x \$1 coins or 1 x \$2 coin)
- \$30/month (first day - last day)
- \$100/term (four calendar months)
- \$180/twelve months (September - August)

Monthly, term and yearly permits are purchased from Imperial Parking Limited. Their representative will be

at Birch Building (west end of Food Court), most months on **Monday through Friday 12:15 - 12:45** for **permit sales**, questions, etc. Extended hours will be available and advertised during rush periods at beginning of each term.

### Car Pooling = Free Parking

Persons wanting to take advantage of car pooling may obtain registration forms from the Purchasing Department located in Arbutus Building, Basement AR018. Telephone: 984-4904.

Registered groups of three or more individuals **arriving and unloading** at the same time, in one vehicle, in the designated parking area, will be provided with free parking.

A computer car pool ride matching system is located in Supply & Services, Arbutus Building, Basement, Room AR030 — look for the EASY RIDER sign. The computer scans the bar code on the back of your student ID/library card and will print a list of persons in your area who want to form a car pool. The system is free and easy to use!

### LOST AND FOUND

Students may inquire about lost or found items in the Capilano Students' Union office, located in the Maple Building. There is also a Library lost and found in the Library at the Circulation counter.

### FOOD AND BEVERAGE SERVICE

The Food Court (located main floor, Birch Building)

Hours of Operation:

Monday to Thursday: 8 a.m. – 8:30 p.m.

Friday: 8 a.m. – 3:00 p.m.

The Specialty Coffee Bar (located in the Food Court)

Hours of Operation:

Monday to Thursday: 7:30 a.m. – 2:30 p.m.

Friday: 7:30 a.m. – 2:30 p.m.

A Food Kiosk (located foyer, second floor of Fir Building)

Hours of Operation:

Monday – Friday 8 a.m. – 2 p.m. when classes are in session.

Vending services are available throughout the campus.

Catering services for meetings or other on-site occasions are also available. Contact the Director of Food Services at 984-4970.

# College Policies

## STUDENT RIGHTS AND RESPONSIBILITIES

Capilano College recognizes a set of student rights and holds students responsible for their understanding and conduct in view of College policies, rules and regulations.

### Student Rights

You are entitled to have your rights respected by fellow students, faculty, staff, administrators and other persons associated with the College. In addition to your rights guaranteed under the Canadian Charter of Rights, you have the right to:

1. a healthy and safe learning environment free from harassment and discrimination.
2. the confidentiality of information regarding all student records and grades unless you consent in writing to its disclosure. You also have a right to ethical behaviour from College personnel who have access to your student records.
3. seek redress through appropriate College committees for any potential infringement of your rights, according to the procedures in effect at the College.
4. access to documents contained in your student records, and to add pertinent comments or documents as appropriate.
5. be informed in advance of the basic content and general procedures of a course and to be sure that the course will not change substantially after registration. You also have the right to receive at the beginning of a course a written outline and to receive written notification of changes in the course outline. The course outline normally will include course objectives, teaching methods, evaluation system, and due dates and late penalties for major assignments.
6. reasonable access to information on program and graduation requirements, academic regulations, and university admission.
7. be notified of class cancellations as soon as possible and to expect that classes will start and end on time.
8. be informed of your performance on occasions spaced throughout the semester.
9. have your instructor keep designated office hours.
10. review any of your examinations and major course assignments up to the beginning of the following semester.
11. retain intellectual property concerning your assignments, essay, theses, and other written work.



## Student Responsibilities

It is your responsibility to acquaint yourself with course outlines, content, evaluations and methodology. You are also responsible for conducting yourself in a reasonable manner and in accordance with College policies as set out in the Calendar. You are responsible for:

1. inquiring into the availability of your instructors (time and place).
2. communicating with instructors and/or counsellors in order to solve any of the problems that you may encounter.
3. attending classes and being punctual.
4. submitting your assignments in the required format to your instructors within the deadline; or, if you cannot do so, for making other arrangements with the agreement of the concerned instructor.
5. being familiar with the information contained in the course outlines and for seeking from your instructors clarification of any areas of concern.
6. undertaking to complete course requirements as described in the course outline and to observe deadlines and schedules contained therein.
7. discussing any dissatisfactions with the instructor concerned before attempting further redress through appropriate College channels.
8. respecting the rights of students, faculty, staff, administrators and other persons associated with the College.
9. respecting other people's health and their right to security and dignity.
10. adhering to College policies regarding improper student conduct including:
  - a) cheating and plagiarism;
  - b) improper behaviour;
  - c) sexual harassment.

## ACCESS FOR STUDENTS WITH DISABILITIES

**College Responsibility:** Capilano College supports successful learning for all students and seeks to establish a supportive and inclusive educational environment. The College is committed to providing appropriate support services and accommodations for qualified students with disabilities.

**Student Responsibility:** The approach used at Capilano College is one of self-advocacy in which students are encouraged and supported to be responsible for meeting their own needs.

**Application:** Educational planning, classroom accommodations and service arrangements are to be made in the Office of Disability Services from 4 - 6 months before classes begin. Students with disabilities requesting services from the Office of Disability Services are required to provide current documentation of the disability for which they are requesting accommodation. The documentation should include a recent diagnosis of the condition as determined by qualified professionals which outlines the impact of the disability on learning and which includes some recommendations for classroom accommodation.

**Admission:** Students with disabilities must meet and maintain the same eligibility criteria as all other students in courses and programs in order to continue to receive the services offered by the Office of Disability Services.

**Services:** Through the Office of Disability Services, the College arranges educational planning, registration support, classroom accommodation and a wide variety of on-campus services which contribute to the successful learning of students with disabilities.

## STUDENT CONDUCT POLICY

To enhance their opportunities for educational success, the College expects all students to conduct themselves so as to help, not hinder, their fellow students, staff, and instructors in achieving their common goals.

One of the most important of those goals is to develop the skill of critical thinking through the free expression and exploration of a wide range of ideas. This may involve challenges to students' and faculty's strongly held beliefs and values. As long as such challenges are clearly directed at ideas, and are not merely personal attacks on those who hold them, the College accepts and encourages them as part of the learning process.

However, some kinds of expression, conduct and behaviour are clearly not intended to further the learning process: they may become disruptive to all concerned and may hinder the College's basic purpose: to foster both learning and a constructive, positive attitude toward learning. Therefore, the College will not accept disruptive behaviour in classrooms or elsewhere on its property.

### 1. Disruptive Behaviour

Disruptive behaviour is defined as:

- Speech or action that seriously distracts others from the pursuit of their educational goals;

- Speech or action that is clearly not part of a learning process or that creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students, staff or instructors;
- Action that impedes the delivery of College services;
- Action that abuses College property and services by using them for unauthorized purposes;
- Excessive and unreasonable demand for attention or special treatment from faculty or staff, to the detriment of other students; or
- Hindrance of other's work by failure to complete one's own work.

## 2. Threatening and Dangerous Behaviour

All members of the College community are expected to show respect for the College and its students and employees. Behaviour that is threatening or dangerous to others is unacceptable and will be dealt with quickly and firmly. The College will protect its students and employees against such conduct.

Threatening or dangerous behaviour is:

- Subjecting or threatening to subject any student or College employee to physical or mental harm, injury, indignity, harassment, or written or spoken abuse;
- Physical intimidation of any student or College employee;
- Damage or threat to, or the unauthorized removal of, College property or the property of students or College employees;
- Action that deliberately endangers students or College employees.

## 3. Procedure

Complaints about any person's disruptive, threatening, or dangerous behaviour shall go to a counsellor or to the appropriate supervisor or coordinator. The person receiving the complaint shall investigate, consult a counsellor, supervisor or coordinator as appropriate, and, if warranted, immediately convey the complaint to the Dean of Student Services. In cases where the behaviour is threatening or dangerous, the police should be called directly at 911. Appropriate College personnel should then be advised of the problem. In cases of suspicious behaviour (for example: tampering with College equipment or cars in the parking lot, vandalizing College property, etc.) campus security should be called at 1763. If any disciplinary action is taken (as outlined above) the Dean will place a copy of the disciplinary action on the student's file in the Registrar's office. If the Dean has reason to believe that

a student's continued presence in the College constitutes a continuing disruption, threat, or danger to others, the Dean shall immediately suspend the student pending further investigation and/or disciplinary action.

A student has the right to appeal the Dean's decision to suspend or to impose other disciplinary action. Such appeal must be made in writing to the Vice-President, Academic Affairs within two weeks of the Dean notifying the student of the disciplinary action. The appeal shall be heard by the Vice-President and another senior administrator, who will receive submissions by any other person that the Vice-President and senior administrator judge to have information bearing upon the case.

## SEXUAL HARASSMENT POLICY

The College is committed to providing a working and learning environment that is free from sexual harassment. To that end, the College has adopted a formal policy and procedures to handle complaints and, if appropriate, to impose discipline where sexual harassment occurs.

The College believes that those who allege that they are victims of sexual harassment must receive the necessary support and protection to encourage complaints to be brought forward. The College believes that anyone against whom a complaint has been made should be given full opportunity to respond to those allegations, and that the principles of natural justice should prevail.

The Capilano College policy defines sexual harassment as comment or conduct of a sexual nature, including sexual advances, requests for sexual favours, suggestive comments or gestures, or physical contact when any one of the following occurs:

1. The conduct or comment has the effect of creating an intimidating, hostile or offensive environment, and may include the expression of sexist attitudes, language and behaviour;
2. The conduct or comment exploits the fiduciary relationship between students and employees of the College;
3. The conduct or comment is accompanied by a reward, or the express or implied promise of a reward, for compliance;
4. The conduct or comment is accompanied by reprisals, or an expressed or implied threat of reprisal, for refusal to comply;



5. The conduct or comment is accompanied by the actual denial of opportunity, or the expressed or implied threat of the denial of opportunity, for failure to comply.

Copies of the College's "Sexual Harassment Policy and Procedures" are available from the Office of the Sexual Harassment Policy Advisor or from Counselling.

The Sexual Harassment Policy Advisor is available to receive complaints of sexual harassment, to provide advice and information to the parties to such complaints, and to investigate complaints as necessary.

## **CHEATING AND PLAGIARISM POLICY**

Within an educational institution, any form of cheating—including plagiarism—is an extremely serious offence. Plagiarism is the presentation of another person's or source's words or ideas as if they were one's own. Plagiarism and all other forms of cheating are dishonest and are incompatible with education and scholarship. Accordingly, cheating offences will normally result in a grade of zero on the examination, test, or assignment and, at the instructor's discretion, may result in a grade of F in the course. After consulting the instructor(s) involved, the College may impose further penalties for cheating, up to and including expulsion from the College. Cheating or plagiarism penalties affecting a final grade may be appealed through the College's Appeals Procedure.

Students are responsible for ensuring that they understand and follow the principles and practices of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Achievement Resource Centre, the Writing Centre, or the Library where explanatory documents are available.

## **COPYRIGHT POLICY**

A copy of the College Copyright policy is available in the Library and in all departments. This policy applies to all College departments, employees and students. Capilano College has a reprography licence agreement with CANCOPY, the Canadian Copyright Licensing Agency. For further information, contact Supplies and Services at 984-4915.

## **MISUSE OF COMPUTER SYSTEM POLICY**

The misuse of a computer system (such as unauthorized access to other computer accounts or unauthorized use of system software) is not only unfair to other students but can result, at the instructor's discretion, in suspension of the offender's computer access in a course, which may result in an "F" grade. Repeated offences may result in a permanent revoking of all computer privileges.

# Governance and Administration

## CAPILANO COLLEGE BOARD

The Board of the College, established in conformity with the College and Institute Act, consists of 16 members, including nine appointed by the Minister of Education, Skills and Training, four elected from the College community, one ex-officio member drawn from the administrative group at the College, the president of Capilano College, and the president of the College's Education Council. These members serve as trustees of the College.

The Board is responsible for governing the College, and in that capacity determines the policy by which the College operates and reviews the performance of the College and its component parts. Traditionally, the Board meets monthly to fulfil its statutory responsibilities and to conduct its general business.

Naomi Yamamoto, Chair  
Sylvia Sioufi, Vice-Chair  
Richard Band  
Diane Blaney  
Shari Graydon  
Laraine Hamilton  
Dal Hothi  
Barbara Howard  
Greg Lee  
Jason Lee  
Lana Many Grey Horses  
Carol McCandless  
Paul Mier  
Severin Morin  
Ernie Tjensvold  
Sam Weller  
Ben Williams

## EDUCATION COUNCIL

Education Council, established in conformity with the College and Institute Act, is the advisory body to the College Board on major institution-wide issues and educational policy. Voting members on Education Council include 10 faculty members (elected by faculty), four students (elected by students), two support staff (elected by support staff), and four education administrators appointed by the College president.

## Two-Year Terms, Faculty

Leslie Baker  
Dave Bates  
Frank Harris  
Paul Mier (Chair)  
Susan Mitchell  
Margot Rawsthorne  
Doug Tait  
Yolande Westwell-Roper  
Brian White

## One-Year Term, Students

Ben Williams  
Lars Andstein

## Two-Year Terms, Support Staff

Lauren Mulholland  
Bob Walker

## Education Administrators

Bill Gibson  
Jim Cooke  
Itidal Sadek  
John Waters

## Ex-Officio Members

Julian Albanese  
Richard Band  
Sue Gardner  
Greg Lee  
Carol McQuarrie

## CAPILANO COLLEGE FOUNDATION

The Capilano College Foundation was formed in 1970 to build community support for Capilano College. As a volunteer community organization established under the Societies Act, the Foundation raises and administers funds to assist students and enhance the development of a well-balanced learning environment.

For information, or to make a tax-deductible contribution, contact: Capilano College Foundation, Capilano College, 2055 Purcell Way, North Vancouver, B.C. V7J 3H5. Telephone: (604) 984-4983; Fax: (604) 984-1714.



## **ADMINISTRATION**

### **President**

Greg F. Lee, B.Sc., M.Sc., Ph.D.

### **Vice-President, Academic Affairs**

William Gibson, B.A., Ph.D., Dip. Ed

### **Vice-President, Finance, and Bursar; Board Secretariat**

Marie Jessup, C.G.A.

### **Dean of Arts**

John Waters, B.A. (Hons.), M.A.

### **Dean of Business, Human Services, and International Education**

John Potts, B.A., M.P.A.

### **Dean of College/Community Partnerships**

Stephanie Forsyth, B.A., M.Ed.

### **Dean of Science and Media Technology**

Carol McCandless, B.A., M.A.

### **Dean of Student Services and Foundation Programs**

James E. Cooke, B.A., M.A.

### **Athletics and Recreation**

Joseph Iacobellis, B.P.E., M.P.E.

Manager

### **College Relations**

Randi Duke, B.A., M.A.

Executive Director

Lana Robinson, B.A.

Director, Development, Capilano College Foundation

### **Computer and Communications Services**

Steve Gallagher, B.A.

Director

### **Continuing Education and Contract Services**

Lynn Jest, M.Ed.

Director

### **Employee Relations**

Valerie Cochran, LL.B.

Executive Director

Cindy Rogers

Manager, Personnel Services

### **Facilities**

Ian Robertson

Director, Buildings and Grounds

### **Financial Services**

Mark Vernon, B.A., C.A.

Director

Alan Ng, B.Sc., C.G.A.

Comptroller

Greg Gates, C.M.A.

Manager, Financial Reporting/Workload Systems

### **International Student Centre**

Gary Henkelmann, B.Ed.

Manager

### **Library**

Frieda Wiebe, B.A. (Hons.), M.L.S., M.B.A.

College Librarian

### **Planning and Institutional Research**

Alan P.D. Smith, B.A., M.A.

Executive Director

### **Registrar's Office**

Itidal Sadek, B.Arch., B.Sc.

Registrar

Barb Robertson, B.Ed.

Associate Registrar

### **Supply and Services**

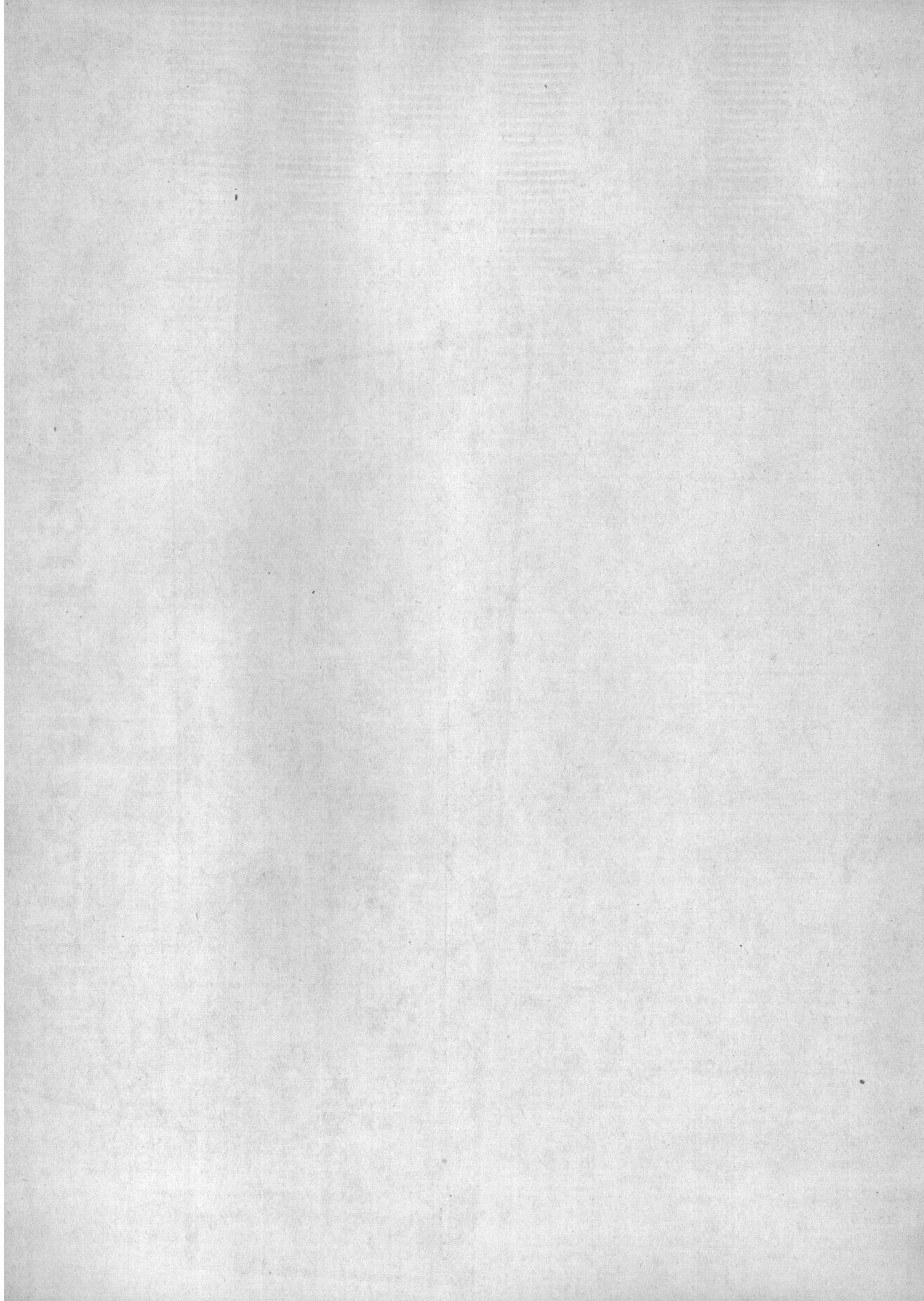
David Brewer, R.C.P.P.

Director

# Preparatory







# Preparatory Programs

Many students who enter Capilano College require pre-college level courses to meet entry level requirements for a particular college program, or to upgrade their academic skills from basic literacy to the Provincial Level (Grade 12 equivalent standing Diploma).

Students who have been out of school for a number of years and want to resume their education often find that the Adult Basic Education program best meets their needs. Most courses in the program are self-paced and may be taken on a part-time basis. Full-time students attend classes in which they work up to five hours a day in the classroom with college instructors. In addition, some courses require independent study outside of class. The level of courses in the Adult Basic Education program ranges from Basic Literacy to Provincial (Grade 12) level. Many of the upper-level courses, taken alone or as part of a larger program of studies, will meet entry requirements for University Transfer and Career/Vocational programs.

The pre-college level courses which are offered by a number of departments at the College are designed to upgrade students who lack course prerequisites for University Transfer and Career/Vocational programs. Many of these courses are taught in two-hour classes that meet twice a week for an academic term (16 weeks). In addition, considerable independent study is required outside of the formal instruction period. There are also some flexible self-study courses available in Math.

Either the Adult Basic Education program or the preparatory courses offered in the University Transfer departments may satisfy your upgrading needs. Students should refer to the Adult Basic Education section of the Calendar or contact the program coordinator. For information on other preparatory courses consult the Advising Centre or Counselling Department.

## PRE-COLLEGE LEVEL COURSES

For students who do not have some of the course prerequisites for University Transfer or Career programs, the College offers upgrading and flexible self-study courses.

### Courses

- CHEM 030 — Introduction to Chemistry
- ENGL 010 — Language Skills
- MATH 009 — Arithmetic
- MATH 090 — Introductory Algebra with Functions
- MATH 095 — Intermediate Algebra with Functions

## ACHIEVEMENT RESOURCE CENTRE CREDIT COURSES

### Instructional Faculty

- J. BLACK, Post Bac./Special Educ., B.C. Teacher's Cert., B.G.S. (SFU)
- R. D'HOLLANDER, B.C. Teacher's Cert., B.Ed., M.Ed. (McGill), C.A.S. (Harvard)
- B. HILL, B.Ed. (UBC)
- S. MURRAY, B.Ed. (T.E.S.L.)(Concordia), M.A. (Applied Linguistics) (Concordia)
- D. FRANKEL, B.A. (Concordia), M.Ed. (McGill)
- D. JONES, B.A., M.A. (Dalhousie), Ph.D. (SFU)
- Y. McCOLL, B.A. (Simmons), M.Ed. (Harvard)
- E. McINNES-RANKIN, B.A. (Univ. of Winnipeg), M.A. (UBC)
- S. MITCHELL, B.S., Ed. (N. Illinois), M.A. (UVic)
- S. SOHI, M.A. (UBC)
- S. WALLSTER, M.Ed. (Montana)

### General Information

The Achievement Resource Centre courses are intended for students who wish to increase their learning efficiency. ARC credit courses serve to improve retention and promote effective study techniques.

### Courses

- ARC. 092 — Success Strategies for the College Classroom
- ARC. 100 — Strategies for Student Success
- ARC. 105 — College Reading and Study Skills
- ARC. 110 — Reading Dynamics



## ADULT BASIC EDUCATION

**Please note:** Offerings and procedures at the Sechelt campus and Squamish campus are slightly different. Contact the local ABE coordinator.

### Instructional Faculty

- D.J. ATHAIDE, B.Sc., (Hons.) (McGill), M.Sc. (UBC), B.C. Teacher's Cert.  
 D. BENTLEY  
 T.R. BRAND, B.Sc.(SFU), B.Ed.(UBC), Teachers Cert  
 M.C. CAIRNS, B.Sc. (Math) (Calgary), Alta. Teach. Cert.  
 D. CAPON  
 D. DHAMMI, B.Sc. (Hons.) Chemistry & Energy Studies (U. of Brighton), Cert. Teacher Training, England.  
 B. DRURY, B.Sc. (Brock)  
 J. FIELD, B.Sc. (UVic), Ph.D. (University of Queensland)  
 V. GIESBRECHT, B.A. (Western Washington U), M.Ed. (UBC), B.C. Teacher's Cert.  
 J. HIND, B.A. (1st Class Hons.) (SFU), M.A. (UBC)  
 P. HODGSON, B.A. (Hons), B.Ed. (Queen's) M.Ed. (UBC)  
 C.B. MACLEAN, B.Ed. (SFU), M.Ed. (UBC)  
 G. NEWMAN, B.A. (Hons.), Post-graduate Certificate of Education (Leeds University), B.C. Teacher's Cert.  
 J. PASS, B.A. (UBC), B.C. Teacher's Cert.  
 J. ROSE, B.A. (Western), B.C. Teacher's Cert., M.Ed. (UBC)  
 G.B. RUDOLPH, B.Sc. (UBC), B.C. Teacher's Cert., M.Ed. (UBC)  
 C. SCHOEN, M.Ed. (McGill), B.A. (Carleton)  
 J.B. TALLON, B.A., (Hons.)(Carleton), B.Ed. (U. of T.), B.C. Teacher's Cert.

A.G. THOMLINSON, B.A., M.Sc. (UBC), B.C. Teacher's Cert.

R. WEDEL, B.A. (SFU), B.C. Teacher's Cert.

D. E. YOUNG, B.A. (SFU), S.R.N. (London), S.C.M. (Scotland), Dip. T.N. (London), M.F.A. (UBC)

### General Information

The Adult Basic Education (ABE) program enables you to upgrade your knowledge of English, mathematics, biology, chemistry, earth sciences, physics, geography, history, social studies and computers. You may select from one to five subjects, depending upon your educational and occupational goals. You can pursue any of the following goals:

- preparation for employment
- personal desire to upgrade or refresh mastery of a subject
- secondary school qualifications demanded by employers
- vocational training (including apprenticeships)
- career training
- technical training
- academic studies (including college and university programs)

The program operates year-round, offering instruction in two-hour classes. Both self-paced and term-paced classes are offered. Placement in courses is based on pre-registration assessment of academic background.

Many students benefit by enrolling in ABE courses while registered in university transfer or career/vocational programs at the College.

Students who need more than four months to complete a course may re-register if they are attending and progress is satisfactory. Students who finish a course before the end of the term may immediately register for

Courses	Fundamental	Intermediate	Advanced	Provincial Level
BENG	021*	031*	040 or 041*	042*
BSCI	021	032*		
BMTH	021*	031*	041 or 045*	046
BCHM			041	042
BESC			041	*Choose 3
BPHY			041	
BBIO			041 or 042	
BGEO				
BHST				
BSOC		031*	041	042
BCMP		031	041	

\* Required for Certificate or Diploma  
 Advanced math is a prerequisite for Provincial Level  
 For further details please arrange an assessment/interview by phoning 984-4971.

### Preparatory Programs

the next higher course in the given subject. High enrolment may necessitate limiting students to a maximum of three classes in a subject area.

Class times are as follows:

Morning classes: 8:30 a.m. and 10:30 a.m.

Afternoon classes: Monday–12:30 p.m. and 2:30 p.m.,

Tuesday, Wednesday and Thursday–2:30 p.m.,

Friday–1:30 p.m.

Evening classes: 7 p.m.

*Contact:*

*North Vancouver Campus: 984-4971*

*Sechelt Campus: 885-9310 (Toll-Free: 987-1535)*

*Squamish Campus: 892-5322 (Toll Free: 986-3515)*

## Admission Requirements

Students should be at least 18 years old and preferably out of the public school system for a minimum of one year. Exceptions will only be made with departmental approval. Students should apply at least three months prior to anticipated date of entry.

## Registration

Students are interviewed before registration in order to determine the course(s) or program which best meets their educational goals. **Regular attendance and satisfactory progress** are conditions for re-registration in ABE courses. Students may be directed to other programs if their attendance and performance in ABE does not match their stated educational goals.

## ABE Certificates & Diploma

The ABE program offers courses at four levels as outlined in the table:

**The Provincial Diploma**, issued by the Ministry of Education, Skills and Training, provides an alternate route for adults to achieve a Grade 12 standing to post-secondary institutions in B.C.

**Intermediate & Advanced Certificates** are issued by Capilano College and provide prerequisites for career and vocational programs throughout the province.

**Fundamental** level instruction provides basic reading and writing skills and number skills.

ABE certificates also satisfy most employers' requirements. Certain high school courses may qualify as transfer credit toward ABE certificates and the Provincial Diploma.

The program also offers instruction for students preparing for the General Education Development (Grade 12 equivalency) tests.

Advanced and Provincial level ABE courses may also be used for transfer credit towards a B.C. Adult Senior Secondary School Graduation Certificate.

## Courses

### ENGLISH

- BENG 021 — Fundamental Level English: Essential Writing Skills, Spelling and Word Attack
- BENG 031 — Intermediate Level English: Mechanics, Basic Skills and Paragraph Writing
- BENG 040 — Advanced Level English: Short Report Writing
- BENG 041 — Advanced English: Advanced Report Writing
- BENG 042 — Provincial Level English: Critical Reading and Essay Writing

### SOCIAL STUDIES

- BSOC 031 — Intermediate Level Social Studies
- BSOC 041 — Advanced Level Social Studies
- BGEO 042 — Advanced Level Geography
- BHST 042 — Provincial Level History

### COMPUTER STUDIES

- BCMP 031 — Intermediate Level Computer Studies
- BCMP 041 — Advanced Level Computer Studies
- BCMP 042 — Provincial Level Computer Studies

### MATHEMATICS

- BMTH 021 — Fundamental Level Mathematics
- BMTH 031 — Intermediate Level Mathematics
- BMTH 045 — Advanced Level Math - Algebra & Trigonometry
- BMTH 046 — Provincial Level Math - Algebra & Trigonometry

### SCIENCES

- BSCI 021 — Fundamental Level General Science
- BSCI 032 — Intermediate Level General Science
- BBIO 041 — Advanced Level Biology
- BBIO 042 — Provincial Level Biology
- BCHM 041 — Advanced Level Chemistry
- BCHM 042 — Provincial Level Chemistry
- BESC 041 — Advanced Level Earth and Environmental Sciences
- BPHY 041 — Advanced Level Physics
- BPHY 042 — Provincial Level Physics



## ALTERNATIVE CAREER TRAINING

### Foundations Program

#### *Instructional Faculty*

Terry BYRNES, M.A. (UVic)

R. DAMON

Jann GIBBS, R.S.W.

Priscilla STANBURY, B.A. (UBC), Cert. of Ed.  
(London)

Laverne THOMPSON, M.Ed. (Lesley College)

### General Information

The Alternative Career Training Foundations program is an employment exploration program with a unique focus and approach. The program is based on a developmental perspective and is committed to working with young adults with special learning needs. Students are educated to accept the responsibilities of independent living as young adults, as well as the demands of competitive entry-level employment, and will be able to address social or emotional issues which could act as barriers to employment. The ACT program combines in-class instruction with practical work experience, emphasizing the development or maintenance of skills which may be used in employment situations. Students meet with faculty to discuss an individual course plan that best fits their needs. Personal goals will be set and monitored throughout the year.

Contact: Terry Byrnes, Coordinator 984-1711

### Student Profile

Students who will find the ACT program beneficial are learning or developmentally delayed, as well as individuals who have physical disabilities that still allow them to meet employment requirements. In addition, they may present any or all of the following characteristics:

- a) difficulty grasping academic information (for example, mathematical problem solving, reading print, writing)
- b) persons with a disability.

Students who will obtain the most benefit from the ACT program are those who have reached a moderate level of independence (i.e. they are responsible for self-care; they travel independently locally; they have had some work or volunteer experience; they can articulate several areas of interest or a willingness to try various work sites).

### Admission Requirements

The ACT Foundations program is in session for eight months (two terms). Classes are offered for nine weeks, with community work/volunteer practicums offered for an additional six weeks in the fall term. During the spring term, classes will be held for six weeks with an additional nine weeks of work/volunteer practicums. Entry is by referral and interview. Students may combine their in-class work with self-selected volunteer or employment training sites based upon aptitude, attitude, ability and interest.

Each candidate is interviewed by the program faculty, and a maximum of 14 students will be admitted. Some students may elect to take the program part-time, and students may be accepted for a second year by faculty permission.

Appointments for interviews take place between January 15 and April 15, with interviews and letters to the successful candidates sent by May 30.

### Courses

- ACTP 001 — Job Search and Maintenance Techniques
- ACTP 002 — Occupational Preparation and Safety in the Workplace
- ACTP 005 — Visual and Print Communication Skills
- ACTP 006 — Leisure Education
- ACTP 007 — Consumer Preparation
- ACTP 008 — Interpersonal Communications
- ACTP 009 — Work Experience

## ENGLISH AS A SECOND LANGUAGE

#### *Instructional Faculty*

M. ACIMOVIC, B.A. (Belgrade), TESL Cert. (George Brown College), M.Ed. (OISE/UT)

J. ACOSTA, B.A. (UC, Berkeley), E.S.L. Cert. (San Francisco State U.)

D. BOUVIER, B.A. (London School of Economics), PGCE Postgraduate Certificate in Education (London University), M.A. (UCSD)

E. CHANG, B.A. (Calgary), M.Ed. (UBC)

N.J. COLLINS, B.A. (London), M.A., Professional Teaching Cert. (UBC)

J. FARNAN, B.A. Hons. English (SFU), P.D.P. (B.C. Professional Teaching Cert. (SFU), M.Ed. (UBC)

### Preparatory Programs

S. HALSALL, B.A. (SFU), M.B.A. (McGill)  
 C. HOPPENRATH, B.A., M.Ed. (UBC)  
 W. HUGHES, B.I.S. (Waterloo), M.F.A. (UBC),  
 T.E.S.L. Cert. (VCC)  
 D. JOHNSTONE, B.A., M.A., TESL (American  
 University in Cairo)  
 C. JUNG, B.A., TESL Cert., M.A.  
 M. REAGH, B.A. (Dalhousie U. - King's College),  
 M.A. T.E.S.O.L. (S.I.T. Vermont)  
 L. RENÉS, B.A., M.A. (UT), T.E.S.L. Cert. (George  
 Brown College)  
 J. RITCHIE, B.A., M.A., (St.F.X.) Adult Education  
 A. SEDKY, B.A., M.A., Ph.D. (Ain Shams University)  
 H. SLOAT, B.A. (Queen's), T.E.S.L. Cert. (UVic),  
 M.A. - T.E.S.L. (Concordia)  
 A. SOUZA, B.A., M.A. (UBC)  
 E. WITKOWSKI, M.A. (Jagiellonian), B.C.  
 Professional Teaching Cert.  
 L. ZHANG, B.A., M.A., (Nanjing), M.Ed. (U. of  
 Alta.), BC/Alberta Professional Teaching Cert.

English as a Second Language (ESL) courses offer landed immigrants and international students a variety of Intermediate, Advanced and College Preparatory English courses to help them improve their competency in English for work, daily life, and post-secondary study. Courses cover reading, writing, speaking, listening and grammar skills.

ESL courses are offered part-time, day and evening.  
*Contact: 984-4971 Fax: 984-1718*

## Admission Procedures/Requirements

### Application

Application for Admission forms are available from the Registrar's Office.

Applications and supporting official transcripts and documents should be submitted to Admissions, Registrar's Office, by the following dates:

Fall Term (Sept. to Dec.): July 1  
 Spring Term (Jan. to Apr.): October 1  
 Summer Term (May to Aug.): February 1

Address all applications to:

Registrar's Office  
 Capilano College  
 2055 Purcell Way  
 North Vancouver, B.C., Canada  
 Telephone: (604) 984-4913  
 Fax (604) 984-1798

## Documents and Official Transcripts

Official records (grade reports, transcripts, etc.) of all secondary, post-secondary or equivalent education must be submitted with the application, whether or not the course of study has been completed. These records should indicate the individual courses studied and the marks or grades received. If your records are in a language other than English, please provide certified English translations and the original documents. Replaceable documents submitted in support of your application become the property of the College and will not be returned. Other documents will be returned, upon request.

If any document is in a name different to that under which application is made, proof of change of name (marriage certificate, court order, etc.) is required.

## Application Fee

*Canadian citizens or permanent residents:* A non-refundable fee of \$20 and a \$25 document evaluation fee must accompany your Application for Admission.

*International students:* A non-refundable fee of \$100 (Canadian funds) must accompany your Application for Admission.

## Admission

Once all documents and records have been received, we will consider your application. If you are admitted, the College will send you an official letter of admittance by mail.

## English Language Requirements

### Canadian Citizens and Landed Immigrants

Once students are accepted, they will be contacted by the ESL Department to come in and write the ESL placement test. Students who wish to enrol in ESL as well as other courses in University Transfer, Career, Vocational, or Adult Basic Education courses should refer to the General Information—Admission section in this Calendar.

### International Students

For the English as a Second Language (ESL) program the College requires *one* of the following:

- a valid English Language Assessment (ELA) test score of 55-144 OR
- a valid Test of English as a Foreign Language (TOEFL) score of 400-560, *plus* the ESL Department Placement Test.



International students are strongly encouraged to register in the full-time ESL program described below in order to obtain the utmost benefit from their experience at Capilano College.

### *Courses Offered - Full-Time Program*

Upper Beginners	ESLF020	(15)	(20,0,0)
Lower Intermediate	ESLF030	(15)	(20,0,0)
Upper Intermediate	ESLF040	(15)	(20,0,0)
Lower Advanced	ESLF050	(15)	(20,0,0)
Upper Advanced	ESLF060	(15)	(20,0,0)

These are full-time intensive ESL courses which cover all skills: speaking, listening, pronunciation, grammar, writing, reading and vocabulary building. Students attend class 20 hours a week.

### *Courses Offered - Regular Program*

	Speaking & Listening	Reading & Vocabulary	Writing & Grammar
Lower Intermediate	ESL. 031	ESL. 038	ESL 039
Upper Intermediate	ESL. 041	ESL. 048	ESL 049
Lower Advanced	ESL. 051	ESL. 058	ESL 059
Upper Advanced	ESL. 061	ESL. 068	ESL 069
College Prep Level I	ESL. 071	ESL. 078	ESL 079
College Prep Level II	ESL. 081	ESL. 088	ESL 089
College Prep Level III	ESL. 091	ESL. 098	ESL 099

## **Courses**

### *Lower Intermediate*

- ESL. 031 — Lower Intermediate Speaking & Listening
- ESL. 038 — Lower Intermediate Reading & Vocabulary
- ESL. 039 — Lower Intermediate Grammar & Writing

### *Upper Intermediate*

- ESL. 041 — Upper Intermediate Speaking & Listening
- ESL. 048 — Upper Intermediate Reading & Vocabulary
- ESL. 049 — Upper Intermediate Writing & Grammar

### *Lower Advanced*

- ESL. 051 — Lower Advanced Speaking & Listening
- ESL. 058 — Lower Advanced Reading & Vocabulary
- ESL. 059 — Lower Advanced Writing & Grammar

### *Upper Advanced*

- ESL. 061 — Upper Advanced Speaking & Listening
- ESL. 068 — Upper Advanced Reading & Vocabulary
- ESL. 069 — Upper Advanced Writing & Grammar

### *College Prep Level I*

- ESL. 071 — College Preparatory English Level I - Listening & Speaking
- ESL. 078 — College Preparatory English Level I - Reading & Vocabulary
- ESL. 079 — College Preparatory English Level I - Writing & Grammar

### *College Prep Level II*

- ESL. 081 — College Preparatory English Level II - Listening & Speaking
- ESL. 088 — College Preparatory English Level II - Reading & Vocabulary
- ESL. 089 — College Preparatory English Level II - Writing & Grammar

### *College Prep Level III*

- ESL. 098 — College Preparatory English Level III - Reading & Vocabulary
- ESL. 099 — College Preparatory English Level III - Writing & Grammar

### *TOEFL*

- \*ESL. 066 — TOEFL Preparation I
- \*ESL. 076 — TOEFL Preparation II

\* These courses are funded solely by tuition fees and will only be offered if there are enough students.

## **FIRST NATIONS COLLEGE PREPARATION PROGRAM**

### *Instructional Faculty*

- D. BENTLEY
- G. NEWMAN, B.A. (Hons) Post-graduate Cert. of Education (Leeds University), B.C. Teachers Cert.
- S. MURRAY, B.Ed. (T.E.S.L.) (Concordia) M.A. (Applied Linguistics) (Concordia)
- G.B. RUDOLPH, B.Sc. (UBC), B.C. Teacher's Cert., M.Ed. (UBC)
- J. ROSE, B.A. (Western), B.C. Teacher's Cert., M.Ed. (UBC), Coordinator

### *Advising*

- P. SHANNON, M.Ed. (UBC) First Nations Advisor
- D. GADDIE, B.A. (U. of R.) Liaison Officer

## *Preparatory Programs*

## General Information

The First Nations College Preparation program has been developed at Capilano College's North Vancouver campus in cooperation with the First Nations of the College's region.

The objective of the program is to improve the participation and success rates of First Nations students who are making the transition to post-secondary institutions.

The design and content of the program offers a holistic educational experience that integrates social and educational aspects of successful college preparation. The program helps students to gain confidence at college by developing college life skills while gaining academic qualifications.

The core courses for the two-term program are drawn from two well established areas in the College: the Adult Basic Education (ABE) Department and the Achievement Resource Centre (ARC).

Contact: Judy Rose, Coordinator 983-7578 or 983-7573; Fax: 984-1718

## COURSE CONTENT - Core Program

See course descriptions for further information.

### FALL TERM

ARC. 100 - 3 credits

English - 3 credits

Three multi-level classes per week in the ABE's Intermediate (031), Advanced (041) or Provincial (042) English.

Mathematics - 3 credits

Three multi-level classes per week in the ABE's Fundamental (021), Intermediate (031), Advanced (045) or Provincial (046) Mathematics.

Computer Studies - 1 credit

One class per week to improve keyboarding skills, gain experience with DOS and learn MS Word for Windows for credit in ABE's Intermediate (031), Advanced (041), or Provincial (042) Computer Studies.

### SPRING TERM

ARC. 110 - 3 credits

English - 3 credits

Mathematics - 3 credits

Computer Studies - 1 credit

### Note:

\* Coordinator approval is required for changes in the core program.

*\*\* Refer to the ABE brochure for details regarding ABE courses and certificates.*

## Admission Requirements

Applicants should be at least 18 years of age, be of First Nations ancestry and have Grade 10 or equivalent. Placement in ABE courses is done through assessment and interview with the Coordinator. A Basic Skills Assessment is also required to assist education coordinators and College faculty in predicting success and providing academic supports.

## How to Apply

All students must complete an Application for Admission form, available from the Registrar's Office at the North Vancouver campus. For application information, contact:

Judy Rose, Coordinator  
Foundation Division, Capilano College  
Birch Building, Room 344  
2055 Purcell Way, North Vancouver, B.C. V7J 3H5  
Tel: (604) 983-7578 or 983-7573; Fax: (604) 984-1718

Applications must be submitted, together with the \$20 application fee and official copies of secondary and/or post-secondary transcripts to:

Registrar's Office  
Capilano College  
2055 Purcell Way  
North Vancouver, B.C., Canada  
V7J 3H5

## Registration

Students must participate in an assessment interview before registration in the program. This interview offers an opportunity to plan the program which will best meet the student's educational goals. Following the interview, the Coordinator will contact education coordinators to arrange registration.

## Attendance

Due to the intense nature of the program, regular attendance is essential. The Coordinator distributes attendance and progress reports to education coordinators twice each term in order to provide both the students and the funding agents with ongoing feedback.

## Fees

Fees are paid at the beginning of each term at registration.



# SPEECH ASSISTED READING AND WRITING

## *Instructional Faculty*

D. BENTLEY

L. FOSS, B.A. (Carleton), M.A. Counselling Psych.  
(Adler School of Professional Psychology)

D. KIRKBY, B.E.D. (Winnipeg)

J. THERIAULT, B.A. (Waterloo)

R. WEDEL, B.A. (SFU), BC Teacher's Certificate

## **General Information**

The SARAW program, offered by the Foundations for Independent Living Department, offers literacy upgrading to students who have physical disabilities, limited or no speech and rely on the use of low technological communication devices such as Cannon communicators, Blissymbolic boards etc. Speech Assisted Reading and Writing (SARAW) offers an unprecedented range of opportunities to explore and address the literacy needs of this unique group of learners.

SARAW classes at Capilano College's North Vancouver campus enable students to upgrade their literacy level using computers with adaptive, voice synthesized technology.

Students set goals for each semester which are evaluated on an ongoing basis. Some examples of goals set by students are:

1. to learn to read personal correspondence independently
2. to improve the reading and understanding of employment related print material
3. to achieve high school equivalency.

These goals are personal in nature and represent the individual's own needs for literacy achievement. The accumulation of individual achievements may lead to formal higher education such as that offered by an Adult Basic Education program.

The classes are held over two semesters (fall and spring), offering students self-paced instruction in various time slots. Students must attend a minimum of 20 hours per week. Graduates have accomplished this through various combinations of

1. in-lab instruction at the College
2. in-residence instruction
3. in-residence tutorials

4. independent in-residence time

5. independent lab time at the College.

Students registered in the class will have a complete SARAW computer station installed in their residence. SARAW can also be installed into a student's existing computer, provided it is a compatible system. This system will be on loan from Capilano College to the students for the length of their registration in the class.

The SARAW program uses trained tutors to assist students with the completion of course work as assigned by the instructor. As the type of tutorial assistant required by SARAW learners is unique, the department reserves the right to appoint specifically trained tutors to work with students registered in the class.

Students are encouraged to act in a mature, independent manner regarding decision making, transportation and completion of assignments. Transportation arrangements are the responsibility of the student.

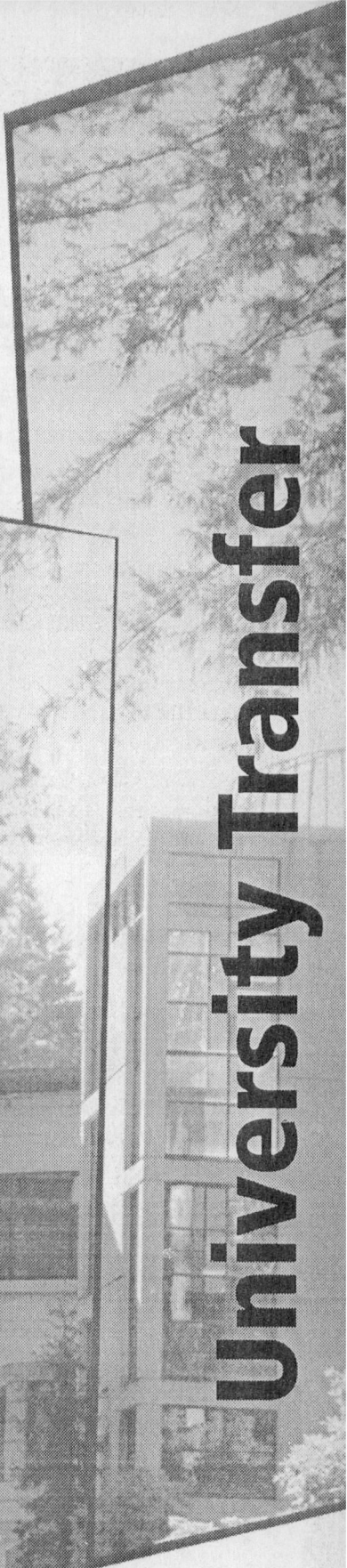
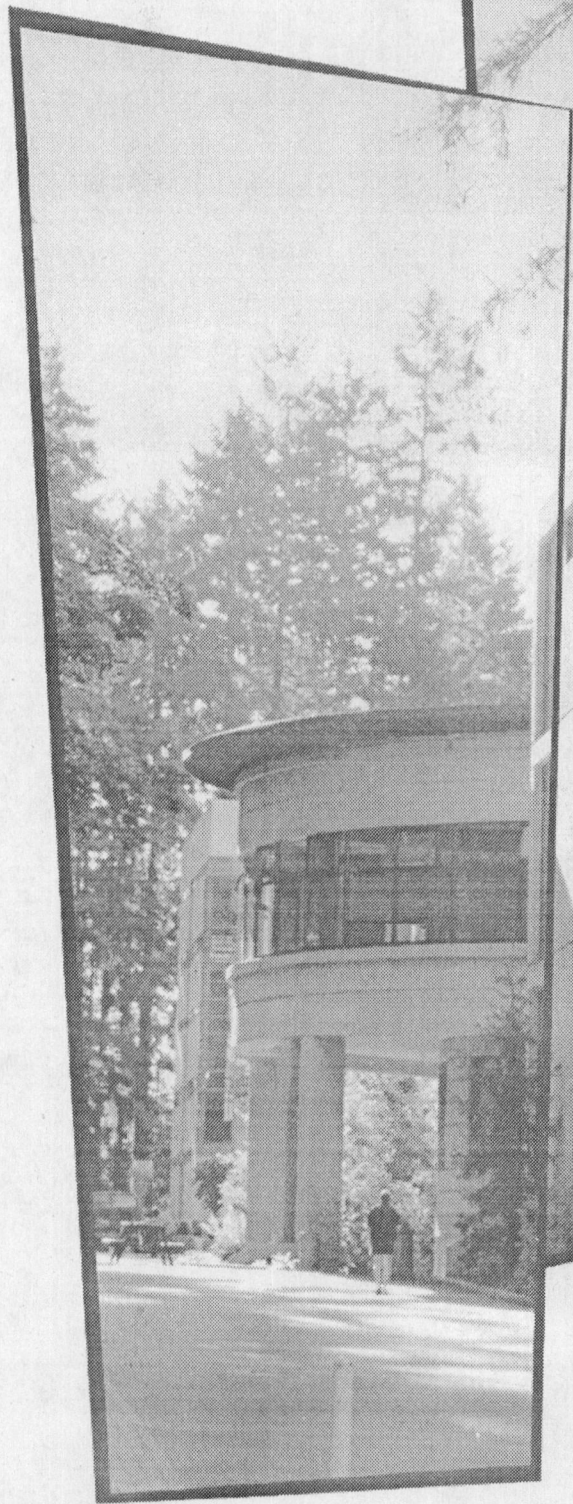
*Contact: Don Kirkby, Coordinator, 983-7582*

## **Admission Requirements**

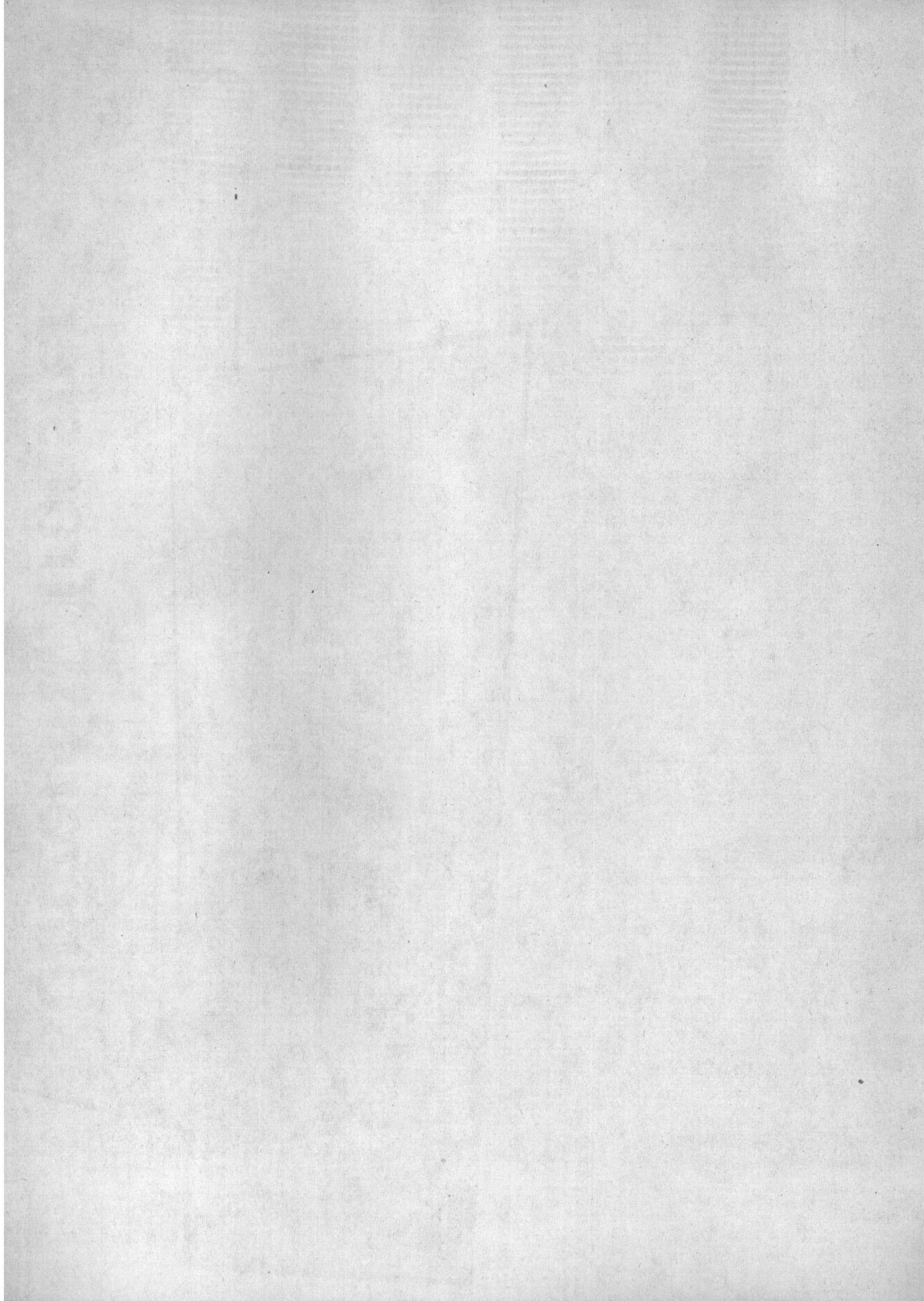
Students interested in enrolling in SARAW classes must first arrange an interview with the department. They should be able to demonstrate a firm knowledge of the alphabet and the sounds related to each letter. They should also be able to articulate a goal for literacy upgrading. Students will be asked to produce a short writing sample to identify strengths and weaknesses in reading and writing.

## *Preparatory Programs*

# University Transfer







# University Transfer

University transfer courses at Capilano College provide students with a variety of options. Students can select a full program of study equivalent to the first two years of university (see note on Course Selection and Advising), and can enrol on a full-time or part-time basis. University transfer courses are of interest both to students who plan to transfer to a university and to students who do not intend to continue to upper-level studies.

For those students who need extra help in basic skills, Capilano College offers preparatory courses and academic support services (see Writing Centre, the Achievement Resource Centre and the Math Learning Centre in the Services section of this Calendar).

Students interested in special fields of study such as Canadian Studies, Environmental Science, Women's Studies, or Labour Studies can select from innovative programs in these areas (as offered from year to year).

Academic instruction at Capilano College is both disciplinary and inter-disciplinary and is of a high intellectual calibre. The College carefully reviews the content and the delivery methods of its university transfer courses to ensure that those courses are current and that they continue to meet university standards.

Students in university transfer courses should expect to work at least two to three hours outside of class for every hour of class time.

*All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts and other written materials, and the instructor's spoken words, and must be able to write assignments in correct English. Students who are not sure their English is good enough should talk to the instructor or an advisor before taking the course.*

The College offers a library collection and full media and reference services to complement the courses of study.

The Arts and Science Division offers a range of courses in various disciplines which are grouped in four divisions as follows:

**Humanities Division (984-4957):** Art History, Chinese, English, French, German, Japanese, Linguistics, Philosophy, Spanish

**Social Science Division (984-4953):** Anthropology, Commerce, Criminology, Economics, Geography,

History, Political Studies, Psychology, Sociology, Women's Studies

**Pure and Applied Sciences Division (984-4955):** Biology, Chemistry, Computing Science, Engineering, Environmental Science (post-baccalaureate program), Geology, Kinesiology, Mathematics and Statistics, Physics

**Visual and Performing Arts Division (984-4911):** Textile Arts, Studio Art, Bachelor of Music Transfer, Jazz Studies, Theatre

## Associate in Arts and Science Degree

Capilano College offers Associate Degrees in Arts and in Science for two years of university-level study in accordance with the requirements outlined under the Graduation/Diplomas and Certificates section of the Calendar.

## Diploma in Academic Studies

Students who have completed the requirements of any four-term College program may receive a Diploma in Academic Studies, provided they have fulfilled the conditions as outlined under the Graduation/Diplomas and Certificates section of the Calendar.

## Transfer

Full information on transfer of specific courses is available from Advising or Counselling, and in the pertinent instructional division.

**Transfer to other institutions:** The Arts and Sciences Division maintains transferability of its courses with other post-secondary institutions. The College's representatives meet regularly with those of other institutions to ensure that Capilano's first and second year courses are fully transferable as university courses.

**Transfer from other institutions:** There is agreement among all public B.C. colleges to accept each other's credits upon transfer, if applicable to a program given in the admitting college, and given suitable equivalency. Capilano College reserves the right to review individual course credit.

Transfer credits are granted to students on admission for acceptable work done at other institutions; the transfer credits reduce the total number of credits which are required at Capilano College for a certificate, diploma, or Associate Degree. Students wishing transfer credit should present suitable documentation to the Registrar's Office for adjudication by the appropriate faculty. All approved transfer credits are noted on the student's Permanent Student Record.



Transfer information accurate to the time of printing is to be found in the B.C. Transfer Guide or the Capilano College Transfer Guide. Students are urged to read this guide when establishing their programs of study. The B.C. Transfer Guide is available on the Internet at [www.bccat.bc.ca/menutg.html](http://www.bccat.bc.ca/menutg.html). The Capilano College Transfer Guide is available in paper format at the Bookstore at a cost of \$2.

## **University Transfer Course Descriptions**

Full descriptions of all university transfer courses can be found in the alphabetical listings in the course description section of this Calendar. Students are urged to read the general discipline information included in each section carefully. Students are responsible for being familiar with the special information needed to select university transfer courses.

## **Course Selection and Advising**

Advising and Counselling assist students in selecting the best program of studies. The final responsibility for course selection, however, rests with students. All university transfer students are advised to see an advisor or a counsellor to plan their courses of study.

## **English Entrance Requirements**

Students who wish to enrol in English courses may be required to write a placement test, BEFORE REGISTERING IN ANY ENGLISH COURSE.

See the Registration section of this Calendar for information about the English Diagnostic Test (EDT).

## **Math Entrance Requirements**

Only those students with sufficiently high grades in prerequisite courses completed within the previous year will be allowed to enrol directly in Precalculus (MATH 105, 107) or Calculus I (MATH 108, 110, 116) or Discrete Mathematics I (MATH 124) without writing a placement test. All other students wishing to enrol in one of these courses must write a placement test prior to registration. Please refer to the Mathematics section of the Calendar for the direct entry and placement test requirements for each of these courses.

See the Registration section of this Calendar for information about the Math Placement Test (MPT).

## **Self-Study Courses**

In keeping with the College's policy for the development of alternative instructional modes, it is possible for students to pursue studies in Precalculus and Calculus I on a self-study format. MATH 110 (Calculus I) is offered on a video-based format. Refresher courses in math through the Grade 12 level are also available in a self-study format.

These packaged courses, prepared for home study with the aid of study guides, videotapes and computer-assisted instruction, are designed for students who are unable to maintain regular attendance at the North Vancouver, Sechelt or Squamish campuses. They are also available to students who are attending any of these campuses, providing them with a viable alternative to the usual classroom lecture/tutorial instructional format.

## **Registration Priority**

In some courses with high demand, registration priority will be given to students who have not attempted the course previously at Capilano College. Students who have attempted the course within the last year may not be allowed to register without the instructor's permission.

Registration procedures for Art and Music programs are detailed in the Calendar section for the particular program.

## **Lab/Course Relationship**

Many courses require that students complete a lab and/or tutorial. Students should ensure that they are aware of lab/tutorial requirements and the timetable for these components. Students should note that it is necessary to pass both labs and lectures.

The cost of the lab is included in the tuition fee, except for lab manuals and some field trip costs.

## **SPECIAL PROGRAMS**

### **1. Women's Studies Program**

A Women's Studies program, consisting of a variety of university transfer credit, college credit and credit-free courses, has been developed at Capilano College.

In addition to the Women's Studies program courses, there are career and university transfer courses in other disciplines of special interest to women.

## 2. Writing Across the Curriculum Sections

In the fall term, a small number of ENGL 100 (Composition) sections are paired with a section of another course. Students planning to take ENGL 100 (Composition) should consider enrolling in one of these Writing Across the Curriculum sections as identified in the course timetable. Instruction in the two courses will be coordinated, with the writing assignments in the English course growing out of the content of the other course. Students will receive the full three credits for both courses, and will benefit from having two of their subjects connected with each other.

Please consult the English Department for information on the paired sections for Fall 1998.

## 3. Canadian Studies Specialty

Students who wish to concentrate their studies on Canadian content courses can choose courses from the list below. All courses (except some Labour Studies courses) hold full transfer credit and transfer into the Canadian Studies program at SFU. To qualify for a Canadian Studies Specialty, complete a College diploma with at least 24 credits from the following list. Choose these credits from courses in at least three different departments. Of the 24 credits you choose, at least six must be numbered 200 or above. For a Canadian Studies Specialty to be applied to a General Studies Diploma, an English or Communications course is required.

### Fall

ANTH 204, 206  
BIOL 204  
ENGL 202  
FREN 270  
GEOG 106, 108  
HIST 110, 205, 111  
LSP. 100, 110, 111, 115, 117, 119, 142, 170, 181, 182, 210  
POL. 104  
SOC. 200

### Spring

ANTH 208  
BIOL 105, 205  
ENGL 203  
FREN 271  
GEOG 108  
GEOL 111  
HIST 110, 111, 208  
LSP. 101, 110, 111, 116, 131, 140, 181  
POL. 104  
SOC. 201

Course descriptions appear under the appropriate discipline.

APPLY TO THE REGISTRAR to have the Specialty added to your Diploma at the time of graduation.

## 4. Ethnic and Cross-Cultural Relations Program

The Ethnic and Cross-Cultural Relations program is a two-term, multidisciplinary program. It studies ethnic relations developed in the context of the multicultural and polyethnic nature of Canadian society. It also explores the cross-cultural interaction among Native people, the founding English and French Canadian people, and the various immigrant groups that constitute the Canadian "mosaic." These all help to shape the national character and the culture of this country. The program also examines the international aspect of cross-cultural communication, which is of special meaning to Canada because immigrant communities here can maintain healthy contacts with their countries of origin.

The program includes the various disciplines involved in ethnic studies: history, geography, anthropology, sociology, political studies and urban studies, religious studies, communications, language and literature. There are no special criteria for student selection, although students must formally register for the two-term Ethnic and Cross-Cultural Relations Certificate, which will be awarded upon completion of the program.

To complete the program, a student needs to earn 30 credits. Specialized courses in ethnic relations and two English courses are required; the rest can be chosen from a variety of electives. All the program's courses (except Labour Studies) have transfer credit to the provincial universities where the student can work towards a degree in Ethnic Studies. Simon Fraser University also has recently developed a graduate program in this field.

Capilano College's Continuing Education Department may offer additional courses during the evenings for people already working in job-related fields.

### FIRST TERM

#### REQUIRED:

ENGL 100 — Composition (or other English course if approved).

ANTH 204 — Ethnic Relations

#### ELECTIVES:

Language: French, German, Spanish, Japanese, Chinese.



- ANTH 200 — Intermediate Social Anthropology or
- PSYC 200 — Social Psychology or
- GEOG 100 — Human Geography.
- GEOG 106 — B.C.: A Regional Analysis or
- SOC. 200 — Canadian Society or
- HIST 111 — Canada since Confederation or
- POL. 104 — Canadian Government.

## **SECOND TERM**

### **REQUIRED:**

- ENGL 103 — Contemporary Literature
- ANTH 205 — Multiculturalism

### **ELECTIVES:**

Second term of the language course taken in first term.

- ANTH 206 — First Nations of B.C.
- ANTH 208 — Indigenous Peoples of North America
- GEOG 205 — Asia Pacific Geography
- LSP. 119 & 131 — Civil Rights and Race and Ethnic Relations at the Workplace
- GEOG 201 — Urban Studies or
- SOC. 211 — Sociology of the Third World or
- GEOG 108 — Canada: A Nation of Regions
- HIST 205 — B.C.
- SOC. 201 — B.C. Society or
- POL. 202 — Government and Politics of B.C.

## **5. PURE AND APPLIED SCIENCES**

### **General Information**

The following options are available from a wide range of pure and applied sciences.

### **A. UNIVERSITY TRANSFER COURSES**

#### **i. Non-Science Students**

Students planning to continue studies at a university are advised to consider the following courses to fulfil their science requirement. It should be noted that transfer credit for a number of these courses is limited to non-science students. Students should refer to individual discipline areas in this Calendar.

- BIOL 104, 105, 113
- CHEM 101
- COMP 101, 102
- GEOL 110, 111
- GEOG 112, 114
- MATH 101, 102, 105, 107, 108, 109

Please check the prerequisites given in the individual course descriptions.

**Note:** *BIOL 104 and CHEM 090 or CHEM 101 fulfil biology entrance requirements for the Nursing program at BCIT. Completion of BIOL 104 and BIOL 113 permits students (upon entering Basic Health Sciences at BCIT) to receive credit for BHSC 105.*

### **ii. Science Students**

Capilano College Pure and Applied Sciences Division offers a first and second year university transfer program in biology, chemistry, computing science, mathematics & statistics, and physics, and first year university transfer programs in engineering, geology and kinesiology. In addition, the Pure and Applied Sciences Division offers science transfer requirements in the following: pre-Medicine, pre-Veterinary, pre-Dentistry, Oceanography, Forestry, Agriculture, Pharmacy, Home Economics, Rehabilitation Medicine, and Dental Hygiene.

### **iii. Engineering Program**

Capilano College offers a first year university transfer program in engineering. Bachelor degree completion generally requires three additional years of study at UBC, SFU, or UVic. For additional information, consult the Engineering program section of this Calendar.

### **iv. Kinesiology Program**

Capilano College offers a complete first year university transfer program in kinesiology designed for students planning to transfer to the Kinesiology Program at SFU for their second year. For additional information, consult the Kinesiology program section of this Calendar.

## **B. POST-BACCALAUREATE DIPLOMA PROGRAM**

### **i. Asia Pacific Management Co-operative Post-Baccalaureate Diploma Program**

\* See Asia Pacific Management Co-operative Post-Baccalaureate Diploma program in this Calendar.

### **ii. Environmental Science Program**

Capilano College offers a one-year Post Baccalaureate Diploma program in environmental science for students who have already completed a degree in science or engineering and who are interested in further practical studies in environmental fields. For additional information, consult the Environmental Science Post Baccalaureate Diploma program section of this Calendar.

## ANTHROPOLOGY

### *Instructional Faculty*

C. BILL, B.A. (UVic), M.A. (Trent), Ph.D. (Tulane)  
G. CROWTHER, B.Sc. (London), M. Phil., Ph.D  
(Cambridge)  
K. LIND, B.A., M.A. (UBC)  
R. MUCKLE, B.A., M.A. (SFU)

### **General Information**

Anthropology is the study of humankind, offering views on the human condition from evolutionary and comparative perspectives. By developing an understanding and appreciation of cultural and biological diversity, courses in anthropology should be beneficial to all students. Students who have career aspirations as anthropologists may find work in teaching, research, or museum studies. They may also work as consultants to governments, corporations, and native groups.

Major branches of anthropology include Social Anthropology, Archaeology, and Physical Anthropology. Students intending to major or minor in anthropology or archaeology should take Anthropology 121 and one or both of Anthropology 123 and 124. Students interested in a Canadian Studies Specialty should consider Anthropology 204, 206, and 208. The Ethnic and Cross-Cultural Relations program requires Anthropology 204 and 205.

### **University Transfer Credit**

All Anthropology courses at Capilano transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### **Courses**

ANTH 121 — Introduction to Social Anthropology  
ANTH 123 — Introduction to Archaeology  
ANTH 124 — Human Origins  
ANTH 200 — Intermediate Social Anthropology  
ANTH 202 — Anthropology and the Environment  
ANTH 204 — Ethnic Relations  
ANTH 205 — Multiculturalism  
ANTH 206 — First Nations of British Columbia  
ANTH 208 — Indigenous Peoples of North America  
ANTH 241 — Archaeology Field School  
ANTH 249 — Comparative Cultures: A Field Study in Anthropology  
WMST 122 — Women in Anthropology

## ART HISTORY

### *Instructional Faculty*

J. JUNGIC B.A., M.A. (UBC)  
D. NEAVE, B.A. (Manchester), M.A. (UVic.)  
P. SINGER, B.A. (George Williams), M.F.A.  
(Concordia)  
C. WILLIAMS, B.A. (SFU), M.A. (Leeds)

### **General Information**

Art History concerns itself with visual culture both past and present. Visual art is explored and analyzed in order to understand how it is composed and constructed and how it functions as a carrier and producer of meaning within society. Analytical tools that promote the critical decoding of images, so relevant in today's world, are emphasized in all Art History courses.

### **University Transfer Credit**

All Art History courses offered at Capilano College are transferable to UBC, SFU, and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### **Courses**

AHIS 100 — The History of Art  
AHIS 101 — The History of Art II  
AHIS 104 — Introduction to Visual Culture I  
AHIS 105 — Introduction to Visual Culture II  
AHIS 106 — Pre-Columbian, African and Northwest Coast Indigenous Art  
AHIS 107 — The Art of India, China and Japan  
AHIS 109 — Women, Art and Art History  
AHIS 210 — History of Modern Art (19th Century)  
AHIS 211 — History of Modern Art (20th Century)  
AHIS 220 — Early Renaissance Art in Italy  
AHIS 221 — High Renaissance and Mannerist Art in Italy  
AHIS 231 — History of Textile Art  
AHIS 232 — Aspects of Textile Art



## BIOLOGY

### *Instructional Faculty*

- C. BEREZOWSKY, B.Sc. (Hons.), M.Sc. (Sask.),  
Ph.D. (Guelph)  
R.G. CAMFIELD, B.Sc. (Hons.) (Monash), Ph.D.  
(UBC)  
M. DE JONG-WESTMAN, B.Sc. (Hons.), M.Sc.  
(UBC)  
M. FITZ-EARLE, B.Sc. (Nottingham), M.Sc., Ph.D.  
(Toronto), Coordinator of Biology  
N.A. RICKER, B.A. (Calif.), M.Sc., Ph.D. (UBC)  
V.M. TROUP, B.Sc. (Hons.) (McMaster), M.Sc.  
(UBC)  
L.K. WADE, B.Sc., M.Sc. (UBC), Ph.D.  
(Austral.Nat. U)

### *Laboratory Supervisors and Technicians*

- C. BEATSON, B. Sc. (Waterloo), M.Sc. (Western),  
Laboratory Supervisor  
J. CANNING, B.Sc., Prof. Teaching Cert. (UBC),  
Laboratory Supervisor  
C. HARRISON, B.Sc. (Hons.) (UVic), Laboratory  
Technician  
J. RICHARDSON, B.Sc. (UVic), M.Sc. (UBC), R.P.  
Bio., Laboratory Supervisor  
C. SANDERSON, B.Sc. (Hons) (Durham), Laboratory  
Supervisor  
N. SEGSWORTH, B.Sc. (Hons.) (Michigan), R.T.  
(C.S.L.T.), Laboratory Supervisor  
K. WATTS, B.Sc. (SFU), Laboratory Technician  
L. WONG, Dipl. Tech (BCIT) Laboratory Technician

### **General Information**

Capilano College Biology Department offers courses to meet a variety of educational needs. The BIOL 104/105 and 104/113 sequences meet the laboratory science requirements for Arts students as well as general interest biology courses.

Students planning a major in Biology or another life science, such as Botany, Cell Biology, Ecology, Genetics, Marine Biology, Microbiology, Physiology, Oceanography or Zoology, should enrol in BIOL 106/107 or 110, and BIOL 111.

Students lacking a "C+" in BIOL 12 (or BBIO 042) and/or Chemistry 11 should enrol in BIOL 106/107 rather than BIOL 110.

A complete selection of second year courses is available which meet the credit transfer requirements of SFU, UBC and UVic. Some of these courses may be included in the requirements for pre-professional programs, and for specific life science programs. Students who intend to enter professions such as

Agriculture, Dentistry, Medicine and Pharmacy should consult the institutions offering the programs to determine the specific Biology and other courses they require. Not all second year courses are offered each year.

All biology courses except BIOL 200, BIOL 201 and BIOL 206 require weekly laboratory periods and/or field trips. Lab manuals for those courses requiring them must be purchased. Some courses also have field trips, which have extra costs associated with them. Some courses may have materials costs associated with them.

### **University Transfer Credit**

All biology courses transfer to SFU, UBC, and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### **University Transfer Program in Biology**

#### **FIRST YEAR**

BIOL 106/107 or 110, and BIOL 111  
CHEM 110/111 or 108/109  
PHYS 110/111 or 108/111 or 114/115  
MATH 110/111 or 116/117 and 126/127  
English (six credits)

#### **SECOND YEAR**

A complete selection of second year courses which are transferable to all three B.C. universities is available. Consult the Biology Department for the specific requirements to transfer into third year at the university of your choice.

### **COURSES**

- BIOL 104 — Human Biology I  
BIOL 105 — Environmental Biology  
BIOL 106 — Basic Introductory Biology I  
BIOL 107 — Basic Introductory Biology II  
BIOL 110 — Introductory Biology I  
BIOL 111 — Introductory Biology II  
BIOL 113 — Human Biology II  
BIOL 200 — Genetics I  
BIOL 201 — Genetics II  
BIOL 204 — Ecology I  
BIOL 205 — Ecology II  
BIOL 206 — Biology of the Western Pacific  
BIOL 210 — Morphology of Vascular Plants  
BIOL 212 — Invertebrate Zoology

### *University Transfer*

- BIOL 213 — Vertebrate Zoology  
 BIOL 214 — Cell Biology  
 BIOL 215 — Biochemistry  
 BIOL 220 — Microbiology I  
 BIOL 221 — Microbiology II

## CHEMISTRY

### Instructional Faculty

- S. ALBON, B.Sc., M.Sc. (UBC)  
 M.E. EVANS, B.Sc. (South Wales), Ph.D. (London, UK)  
 P.C. LE COUTEUR, B.Sc., M.Sc. (Auckland), Ph.D. (Calif.), Chair, Pure and Applied Sciences Division  
 T. CUSANELLI, B.Sc., Ph.D. (SFU)  
 K.G. TYERS, B.Sc. (Hons), M.Sc. (Western Ontario), Ph.D. (SFU), Coordinator of Chemistry, Geology and Physics

### Laboratory Supervisors and Technicians

- B. ADDISON-JONES, B.Sc. (Hons) (Manitoba), Laboratory Supervisor  
 K.B. HACK, B.Sc. (UBC), Laboratory Supervisor  
 B.J. MOIR, Dip. Tech. (BCIT), Laboratory Technician  
 D.F. SHERATON, B.A.Sc., Ph.D. (UBC) Laboratory Supervisor  
 I. SMITH, H.N.C. (Aberdeen), Laboratory Supervisor

### General Information

All chemistry courses include weekly three-hour laboratory periods unless otherwise stated. The cost of the labs is included in the course tuition fee except for lab manuals. Students are required to have and wear safety glasses in all laboratory periods.

CHEM 090 and CHEM 101 fulfill the entrance chemistry requirement for the Nursing program at BCIT.

### University Transfer Credit

All chemistry courses, except 090 and 030, carry transfer credit to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### Chemistry

#### FIRST YEAR

- CHEM 110/111  
 PHYS 114/115 or 110/111 or 108/111  
 MATH 110/111 or 116/117 and 126/127  
 English (six credits)  
 Elective (six credits)

**Note:** CHEM 110 and 111 students: students who lack mathematics prerequisite or corequisites should see a Chemistry instructor prior to registration to discuss possible prerequisite waivers.

#### SECOND YEAR

CHEM 200/201 and 204/205/206 Transfer to UBC or SFU (consult a faculty member)

PHYS 210/218 and 222

MATH 200 and 230

Elective

Science elective from math or physics

Students planning to pursue a major or honours course in chemistry should consult a faculty member as requirements differ with individual universities.

### Courses

- CHEM 030 — An Introduction to Chemistry  
 CHEM 090 — An Introduction to Chemistry  
 CHEM 101 — Fundamentals of Chemistry  
 CHEM 110 — Bonding and Structure  
 CHEM 111 — Chemical Dynamics and Energetics  
 CHEM 200 — Organic Chemistry I  
 CHEM 201 — Organic Chemistry II  
 CHEM 204 — Introduction to Physical Chemistry  
 CHEM 205 — Introduction to Inorganic Chemistry  
 CHEM 206 — Introduction to Analytical Chemistry

## CHINESE

### Instructional Faculty

- Y. QU, B.A. (Shandong Teachers' U.), M.A. (Beijing Foreign Studies U.), Ph.D. (UBC)

### Language Associate

- Fu, Zhiai, B.A. (Beijing Language Institute)

### General Information

All courses in Mandarin Chinese consist of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. For example, native speakers of Mandarin and/or other Chinese dialects and those who have taken Mandarin courses in high school are not allowed in the first year courses. Students with some knowledge of Chinese must consult with an instructor for placement. University rules governing such students differ within departments, but the Language Department has correspondence dealing with matters



relevant to credit transfer and point of entry. In order to avoid misunderstanding, students are invited to discuss these problems with the Department prior to enrolment. Students who are not sure of their language level must consult an instructor.

## University Transfer Credit

The following Chinese courses at Capilano College transfer to UBC, SFU and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### Courses

- CHIN 100 — Beginning Chinese I
- CHIN 101 — Beginning Chinese II
- CHIN 150 — Spoken Mandarin I: For Speakers of Other Chinese Dialects
- CHIN 151 — Spoken Mandarin II: For Speakers of Other Chinese Dialects
- CHIN 200 — Intermediate Chinese I
- CHIN 201 — Intermediate Chinese II

## COMMERCE

### Instructional Faculty

- J.E. SAYRE, B.S., B.A. (Denver), M.A. (Boston)
- K.V. TOWSON, B.Sc., M.Sc. (SFU)
- J. WATERS, B.A. (Hons.) M.A., Ph.D. (SFU)
- C. WATKISS, B.Sc. (Carleton), M.Sc., Ph.D. (Toronto)
- J. WILSON, B.Comm. (UBC), C.A.

### General Information

The College offers a two-year transfer package to UBC consisting of Year I and Year II as follows:

#### Year I

Students do not need to apply to the Commerce Department to enter the first year. Simply apply to the University Transfer program through the Registrar's Office and ensure that the following courses are taken:

- a) ECON 111 and 112;
- b) ENGL 100 followed by ONE of ENGL 103, 104, 105, 106;
- c) MATH 108 and 109
- the prerequisite to MATH 108 is the Math Placement Test (MPT) OR completion in the past year of Math 12 with a B grade or better, or MATH 105, MATH 107 or BMTH 046 with at least a C- grade.

- Students not ready for MATH 108 will take MATH 107, followed by MATH 108 and 109. Students not ready for MATH 107 should see an advisor at the College's Advising Centre to plan a preparatory year.
- **Note:** *MATH 110/111, or 116/117 and 126/127 may be substituted for MATH 108/109, but this combination is oriented more toward science than business;*
- d) Four electives: any four university transfer courses;
- Commerce students should NOT take Math 101 or 102 and should also note that credit will be granted for only one computer language—i.e. COMP 101 or COMP 102 but not both.

#### Year II

Upon completion of Year I, students must APPLY for admission to the Commerce program by completing a "Commerce Program Application" which can be obtained from the Social Sciences Division. There are 36 seats available in Year II and preference is given to students with the best Year I records who want to TAKE THE ENTIRE YEAR II PROGRAM with the intention of transferring to UBC. Applications to the Commerce program should be made immediately in late spring once the Year I courses are complete and grades received. Students who wait until late summer may find that all spaces have been filled.

In the fall term students admitted to Year II take:

COMM 290, 292, 293, ECON 211 and one university transfer elective.

A fall term Grade Point Average (GPA) of 2.67 with no grade below C- **must** be achieved to continue into the spring term, when the following courses are taken:

COMM 291, 294, 297, 392 and one university transfer elective.

### Transfer to University of British Columbia

The current policy of UBC is to automatically admit into Year III all students who complete Capilano College's Year II program (in one year) with a GPA in Year II of 3.0 or higher.

### Transfer to Simon Fraser University or University of Victoria

Some courses in the UBC transfer package do not transfer to SFU or UVic. Students wishing to transfer to either of these institutions are, therefore, strongly urged to consult Counselling or Advising to determine an alternative course of action.

## Courses

- COMM 290 — Quantitative Methods for Business  
COMM 291 — Applications of Statistics in Business  
COMM 292 — Principles of Organizational Behaviour  
COMM 293 — Financial Accounting  
COMM 294 — Managerial Accounting  
COMM 297 — Capital Markets and Institutions  
COMM 392 — Labour Relations

## COMPUTING SCIENCE

### Instructional Faculty

- J.D. BONSER, B.A.Sc., M.A.Sc. (UBC), Ph.D.  
(Waterloo), C.N.I. (Novell)  
R. BREWSTER, B.Sc., M.Sc. (UVic), Ph.D. (SFU)  
P. CARTER, B.Sc. (Hons) (Sheffield), M.Sc., Ph.D.  
(UBC)  
Y. COADY, B.Sc. (Gonzaga), M.Sc. (SFU), C.N.I.  
(Novell)  
T. DAKIC, B.Sc., M.Sc. (Zagreb)  
E. KUTTNER, B.Sc., M.Sc. (UBC)  
C. WATKISS, B.Sc. (Carleton), M.Sc., Ph.D.  
(Toronto), C.N.I. (Novell), Coordinator  
D. WESTCOTT, B.Sc., M.Sc. (UBC)

### General Information

The Computing Science Department offers computing science courses at the first-year and second-year university level. Students enrolled in these courses have excellent access to the College's computing facilities. Students planning to major in computing science and science students fulfilling computing science elective requirements normally take COMP 110/111 in their first year. Other students wishing an introduction to computers and programming normally take COMP 101.

Computing courses are continuously being updated. Please contact the Computing Science Department for current course offerings and transfer status, or see our Web page at [www.capcollege.bc.ca](http://www.capcollege.bc.ca).

### University Transfer Credit

Most Computing Science courses transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

## Prerequisites

The Computing Science Department requires at least a "C-" grade in a prerequisite before allowing a student to proceed with a subsequent course. Students should note that while a "C-" is the minimum required to proceed, a better grade is recommended to ensure the best chance of success in the subsequent course and a satisfactory GPA for transfer to a university.

Students will not be allowed to retake a prerequisite once they have completed a subsequent course with a "C-" grade or better.

## Courses

- COMP 101 — Computers and their Applications  
COMP 102 — Introduction to Programming  
COMP 110 — Fundamentals of Programming  
COMP 111 — Fundamentals of Computing  
COMP 133 — Scheme and Computer Programming  
COMP 201 — Computer Systems and Networks  
COMP 212 — Computer Design and Architecture  
COMP 222 — Data Structures

## COMPUTING SCIENCE: DIPLOMA PROGRAM

Capilano College has identified the need to offer formal recognition for the completion of a certain set of courses in Computing Science. The Diploma program in Computing Science provides both part-time and full-time students an opportunity to obtain an understanding of the fundamentals of computers and programming, enabling students to secure many of today's computing career opportunities.

### Requirements:

Completion of 60 credit hours of course work (30 credits and the final 50% taken at Capilano College) with a minimum grade point average of 2.00. Courses must include the following:

<i>English: 6 credits</i>		<i>Credits</i>
ENGL 100	Composition	3.0
ENGL 103/104/105		3.0
<i>Math: 7.5 credits</i>		
MATH 105	Precalculus Mathematics	3.0
MATH 110	Calculus I	4.5
(or 116/117)		
<i>Communications: 3 credits</i>		
CMNS 250	Introduction to Technical Writing	3.0



### Computing: 24 credits

COMP 101	Introduction to Computing Science	3.0
COMP 110	Fundamentals of Programming	4.0
COMP 111	Fundamentals of Computing	3.0
COMP 133	Scheme and Computer Programming	1.0
COMP 201	Computer Systems & Networks	4.0
COMP 222	Data Structures and Algorithms	3.0
MATH 124	Discrete Mathematics I	3.0
<b>One of :</b>		
COMP 212	Computer Design & Architecture	3.0
COMP 213	Software Engineering	3.0

**Note:** COMP 101 and/or MATH 105 requirements may be waived for those with appropriate background.

**Note:** Those with equivalent elective or experience may have the CMNS 250 requirement waived.

## CRIMINOLOGY

### Instructional Faculty

C. HATHAWAY, B.A. (S.U.N.Y.) M.A. (Wash U, Mo.)

### General Information

Criminology is the study of all aspects of crime from an interdisciplinary and integrative approach. The goal of Criminology is to reveal the complexities of criminal behaviour and society's reaction to crime. Criminology also offers both theoretical and practical knowledge of the Canadian criminal justice system.

CRIM 101 transfers to SFU, UBC, and UVic.

### Courses

CRIM 101 — Introduction to Criminology

## ECONOMICS

### Instructional Faculty

N. AMON, B.A., (Hons.) (Kent), M.A. (SFU)

K.W. MOAK, B.A. (UVic), M.P.A. (UVic)

A.J. MORRIS, B.A., (Hons.) (Manchester), M.A. (SFU) A.C.I.S. (UK)

M. NIA, B.A. (Hons) (Tehran), M.A. (York)

J.E. SAYRE, B.S., B.A. (Denver), M.A. (Boston)

M. YASERI, B.A. (Hons) (Thames), M.A. (Sask.)

### General Information

Economics is the social science concerned with the allocation of scarce resources and the production, distribution and consumption of goods and services.

### University Transfer

ECON 100 is an introductory course which raises and explores the kinds of issues that economists deal with. It therefore serves both as a survey course for those students planning to major in other areas of the social sciences and as an introduction to the discipline for those who are undecided about their future plans.

Students who plan to major in Economics must complete ECON 111 and 112 before proceeding to second year courses at the College or the universities. Students who plan to major in economics at SFU are also advised to complete their second year economics requirements from ECON 250, 252, 290 or 291. ECON 250 and 252 are designed both for students majoring in Economics and for other second year social science students who need economic history courses to complement their studies, e.g. Political Studies. Students who plan to enter the Commerce program must take ECON 111 and 112 in their first year.

### University Transfer Credit

Unless otherwise indicated after the course description, all Economics courses transfer to the universities. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### Courses

ECON 100 — Introduction to Economics

ECON 111 — Principles of Microeconomic Theory

ECON 112 — Principles of Macroeconomic Theory

ECON 207 — Managerial Economics

ECON 210 — Money and Banking

ECON 211 — Intermediate Microeconomic Analysis

ECON 212 — Intermediate Macroeconomic Analysis

ECON 250 — Economic History of the Pre-Industrial Era

ECON 252 — Economic History of the Industrial Era

ECON 290 — Public Policy I

ECON 291 — Public Policy II

# ENGINEERING

## *Instructional Faculty*

J.D. BONSER, B.A.Sc., M.A.Sc. (UBC), Ph.D.  
(Waterloo), Convenor of Engineering  
R. HAUSCHILDT, B.Sc. (Hons.) (Queen's),  
M.Sc.(UBC)

## **General Information**

Capilano College offers a full first-year university transfer program in Engineering. Bachelor degree completion generally requires three additional years of study at UBC, SFU or UVic.

## **Transfer to University of British Columbia**

The Capilano College first-year Engineering program is modelled after that of UBC. Students who complete first-year Engineering are eligible to be considered for admission to second-year Engineering at UBC provided they have obtained an overall grade point average of at least 2.5.

The Faculty of Applied Science at UBC offers programs leading to the Bachelor of Applied Science (B.A.Sc.) degree in the following areas of engineering: Bio-Resource, Chemical, Civil, Electrical, Geological, Mechanical, Metals and Materials, Mining and Mineral Process, and Engineering Physics. Students will normally complete the B.A.Sc. degree with three additional years of study at UBC, except for Engineering Physics, which requires four additional years.

## **Transfer to Simon Fraser University**

The School of Engineering Science at SFU offers four-year programs leading to a Bachelor of Applied Science (B.A.Sc.) degree in Electronics Engineering, Computer Engineering, Engineering Physics, Biomedical Engineering and Systems Engineering.

Students who complete first-year engineering at Capilano College with a grade point average of at least 3.0 may be eligible for admission to second-year engineering. Eligible students must contact SFU's School of Engineering Science to arrange for a summer course in Basic Electronics Engineering to allow for direct entry into semester three of the Engineering Science common core.

## **Transfer to University of Victoria**

The Faculty of Engineering at UVic offers programs leading to the Bachelor of Engineering (B.Eng.) degree

in Electrical, Mechanical and Computer Engineering. The B.Eng. degree consists of eight academic and six work terms.

Students who complete first-year engineering at Capilano College with a grade point average of at least 2.5 may be eligible for admission to second year at UVic.

## **Admission**

### **General**

In addition to satisfying the general admission requirements for the College (see "Admission" section in this Calendar), students must apply for admission to the engineering program itself by submitting an "Engineering Program Application", available from the Registrar's Office or the Advising Centre. This form, together with official transcripts and other pertinent documents, should be received by the Registrar's Office before the end of March.

Enrolment will be limited to 36 students, and students will be selected on the basis of their academic record. Students who apply to the engineering program after March risk having their applications denied due to lack of available spaces.

Note that students may be required to achieve an acceptable grade in a diagnostic test before enrolling in some courses in the Engineering program (e.g. ENGL 100, MATH 110 or 116). Please see the individual department sections of the Calendar for details.

Prospective students are encouraged to take these tests early to avoid delays in acceptance and/or registration.

### **Admission from Secondary School**

Students entering the engineering program directly from secondary school must satisfy the general admission requirements of the College (see "Admission" section in this Calendar) and have B.C. Grade 12 graduation (or equivalent) with at least a "B" in Math 12 and at least a "B" average in Chemistry 12 and Physics 12. High school students are encouraged to graduate with English 12 and Calculus 12 if they intend to study Engineering. Poor performance in English and Math hinders a student's ability to complete the program and ultimately to obtain employment as an engineer.

### **Admission from First Year Science**

Students may apply for admission to the Engineering Transfer program after completion of some or all of first-year science. A minimum 2.5 GPA in transferable



courses is required to be eligible. Exemptions will be given from some first-year engineering courses if the student achieved a grade of at least "C" in the equivalent science course. In that case, the student would then typically take a mix of first-year engineering and second-year science courses.

### Admission as Part-Time or Mature Student

Students who have been out of school for a number of years and those who wish to begin their studies towards an Engineering degree on a part-time basis are encouraged to apply. Applicants will be considered on an individual basis. Prospective students who have not studied Math, Physics or Chemistry for several years, or who lack grade 12 equivalency in any of these subjects, are encouraged to upgrade their background before applying. All students who do not have a good current mark in grade 12 equivalent Math course must write the Math Placement Test.

### Admission in January

A limited number of places in the program are available for the spring term. Students must have successfully completed MATH 110 or 116/117, CHEM 110 and PHYS 114, with a minimum 2.5 GPA in transferable courses, to be considered for admission. With completion of Engineering courses usually offered in the summer at other colleges, it is possible to complete the first-year Engineering program before the following fall term.

### Registration

Qualified candidates are notified of their acceptance into the program by mail. Acceptance begins in May, and continues through the summer until all places in the program are taken. Students have two weeks from the date of the acceptance letter to reply, submitting a non-refundable deposit, to ensure a seat in the Engineering Transfer program.

Students who complete Advanced Placement (AP) courses with sufficiently high grades are eligible for advanced credit, and may choose to complete other electives instead of the AP credit course. Please see the Admissions section of the Calendar for more details.

### Second Term Registration

Students require a GPA of at least 1.8 in the transferable courses of the first term of the Engineering program to remain in the program for the second term.

## Transfer to University

Upon completion of the first year, students require a GPA of at least 2.5 to be eligible for admission into second-year engineering at UBC and UVic, and a GPA of at least 3.0 for SFU. Since admission to engineering programs is very competitive, students should realize that the above minimum GPA values **do not guarantee admission**, and that specific engineering options may require values well in excess of the minimum.

### Curriculum

#### First Year Core (for direct entry from secondary school)

<i>FIRST TERM</i>		<i>Credits</i>
APSC 120	Introduction to Engineering	1.0
APSC 150	Engineering Graphics	3.0
CHEM 110	Principles & Methods of Chemistry I	3.0
COMP 102	Introduction to Structured Programming	3.0
ENGL 100	Composition	3.0
MATH 110	Calculus I	4.5
	(or 116/117)	
PHYS 114	Fundamental Physics I	<u>3.0</u>
		20.5

<i>SECOND TERM</i>		<i>Credits</i>
APSC 121	Society and the Engineer	1.0
CHEM 111	Principles & Methods of Chemistry II	3.0
MATH 111	Calculus II	4.5
	(or 126/127)	
MATH 152	Linear Algebra & Differential Equations	3.0
PHYS 115	Fundamental Physics II	3.0
PHYS 116	Fundamental Physics III	3.0
	Complementary Studies Elective	<u>3.0</u>
		20.5

### Transfer to University of British Columbia

Students should complete the above standard curriculum. Students who intend to study Electrical Engineering or Engineering Physics and have completed CS 12 with at least a "B" may enrol in COMP 110 instead of COMP 102 in the fall term and COMP 111 and COMP 133 instead of the complementary studies elective in the spring term to receive advance credit on transfer to UBC.

### Transfer to Simon Fraser University

Students should take COMP 110 instead of COMP 102 in the fall term.

PHYS 116 should be replaced by COMP 111.

ENGL 100 may be replaced by an elective.

APSC 150 should be replaced by a complementary studies elective. Students should consult the SFU Calendar for recommended electives.

## Transfer to University of Victoria

Students should take COMP 110 instead of COMP 102 in the fall term.

PHYS 116 should be replaced by COMP 111.

## First Year Core (for students transferring from first-year science)

Students who have completed first-year science successfully may be exempted from certain Engineering courses if they have achieved a grade of "C" or better in the equivalent Science courses. A typical course load may be:

FIRST TERM		Credits
APSC 120	Intro. to Engineering	1.0
APSC 150	Engineering Graphics	3.0
MATH 200	Linear Algebra	3.0
MATH 230	Calculus III	3.0
Electives		<u>6.0</u>
		16.0
SECOND TERM		Credits
APSC 121	Society and the Engineer	1.0
CMNS 250	Introduction to Technical Writing	3.0
MATH 231	Calculus IV	3.0
MATH 235	Intro. to Differential Equations	3.0
PHYS 116	Fundamental Physics III	3.0
Elective		<u>3.0</u>
		16.0

### NOTES:

1. The above science transfer curriculum assumes that the student has obtained maximum exemption for equivalent science courses. Other course mixes are possible.
2. Maximum exemption consists of the following courses: CHEM 110/111; MATH 110/111; or 116/117 and 126/127; PHYS 114/115; COMP 102/110/111.
3. The electives will usually be "complementary studies" (i.e. non-science) electives.

## Scholarships

A number of scholarships administered by the College are available to Engineering students. There are scholarships for both incoming high school students

and students entering from first-year Science. These scholarships include tuition waivers, textbooks, calculators, as well as scholarship grants. Please refer to the Financial Aid Department.

## ENGLISH

### Instructional Faculty

T. ACTON, B.A. (Victoria), M.A., Ph.D. (Calgary)  
J. CLIFFORD, B.A., M.A. (UBC), Ph.D. (York)  
P.L. CONNELL, B.A., M.A., Ph.D. (UBC)  
R. COUPE, B.A. (Tasmania), Ph.D. (UBC)  
P.L. COUPEY, B.A. (McGill), M.A. (UBC)  
M.L. FAHLMAN REID, B.A. (UBC), M.A. (Toronto)  
G.N. FORST, B.A., Ph.D. (UBC)  
S.R. GILBERT, B.A. (UVic), M.A. (UBC)  
W. GOEDE, B.A. (Wisconsin), M.A. (Edinburgh),  
Ph.D. (California)  
M. HINDMARCH, B.A., M.A. (UBC)  
C. HURDLE, B.A., M.A. (UVic)  
D.H. JANTZEN, B.A. (UBC), M.A. (York)  
D. MUNTEANU, M.A. (Bucharest), M.A. (UBC)  
R. NICKOLICHUK, B.A. (Carleton), M.A. (UBC)  
J. PENBERTHY, B.A. (Univ. of Natal, South Africa),  
M.A., Ph.D. (UBC)  
M. QUARTERMAIN, B.A., L.L.B., M.A. (UBC)  
W.G. SCHERMBRUCKER, B.A. (Capetown),  
P.Grad.Cert. in Ed. (London), M.A., Ph.D. (UBC)  
R.G. SHERRIN, B.F.A., M.F.A. (UBC)  
G. STANLEY, B.A., M.A., (San Francisco State U.)  
S. THESEN, B.A., M.A. (SFU)  
A. WESTCOTT, B.A. (Alberta), M.A. (Queens), Ph.D.  
(Toronto)

## University Transfer Credit

Unless otherwise indicated after the course description, all English courses transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

For first-year English transfer credit to the universities, students must take two courses of:

- a) ENGL 100, 103, 104, 105, or 106.

For second-year English transfer credit to the universities, English majors should take English 200-201; all other second year students can take any two second-year level English courses.

## English Diagnostic Test (EDT)

Those students who wish to enrol in English courses in the University Transfer Division must submit the results of the Language Proficiency Index Test or the College's English Diagnostic Test (EDT).



Students with any one of the following are exempt from this requirement:

1. a final grade of "A" or higher in English 12 or English Literature 12, or
2. a final grade of 4 or higher in an Advanced Placement course in English Composition or English Literature, or
3. a final grade of 6 or higher in the International Baccalaureate course in English A or English B, or
4. a final grade of "A" in BENG 042, or
5. a final grade of "B-" or higher in an English transfer course from another college or university, or
6. a degree from an English-speaking university.

EDTs are scheduled monthly throughout the year. During registration periods, EDTs are scheduled almost daily. The times for these sittings are published with the timetables. Students wishing to write the EDT must pay the exam fee in advance at the Registrar's Office and bring receipts to the appropriate test sitting. If you need further information, please contact the Humanities Division (984-4957).

## English as a Second Language

See listing in the Preparatory Programs section.

## Writing Centre

All students registered at the College may come to the Writing Centre for advice on work in progress or help with writing problems. The Centre is not a proofreading service, but aims to help students develop their writing ability.

The Centre also offers resources for writing: quiet space, a collection of reference books, handout sheets and exercises, and computers with word processing, outlining, and editing programs.

The Writing Centre is located in FR402. It is staffed by faculty members from the English, ESL, and ABE departments. Open hours are posted.

## Courses

- ENGL 010 — Language Skills  
 ENGL 100 — Composition  
 ENGL 103 — Studies in Contemporary Literature  
 ENGL 104 — Fiction  
 ENGL 105 — Poetry  
 ENGL 106 — Drama  
 ENGL 190 — Creative Writing  
 ENGL 191 — Creative Writing  
 ENGL 200 — English Literature to 1660  
 ENGL 201 — English Literature Since 1660

- ENGL 202 — Canadian Literature – Beginnings to Modernism  
 ENGL 203 — Canadian Literature – Modernism and Beyond  
 ENGL 205 — Modern American Literature  
 ENGL 208 — Studies in Fiction (The Novel)  
 ENGL 209 — Studies in Poetry  
 ENGL 210 — Studies in Drama  
 ENGL 211 — Studies in Short Fiction  
 ENGL 212 — Traditions in Western Literature  
 ENGL 213 — Readings in World Literature  
 ENGL 290 — Creative Writing – Poetry  
 ENGL 291 — Creative Writing – Fiction  
 WMST 104 — Contemporary English-Canadian Women Writers  
 WMST 106 — Contemporary American Women Writers  
 WMST 108 — Contemporary European Women Writers (In Translation)

## FRENCH

### Instructional Faculty

- L. CANTIN ORR-EWING, B.A. (Montreal), M.A. (SFU)  
 L. GAREAU, B.A. (Laval), M.A. (SFU)  
 O. KEMPO, B.A. (Alta.), M.A., Ph.D. (UBC)  
 A. SIMPSON, B. Ed, M.A., Ph.D. (UBC)

### Instructional Associates

- J. GACINA, B.A. (SFU), P.D.P. (SFU)  
 H. LACOURSE, Dip. Court Interpreting (VCC), Dip. Conflict Resolution (Mediation), Justice Institute (B.C.)

## Summary of Programs

LEVEL	COURSES
Beginning French (0 - Grade 11)	FREN 100/101
Univ. Preparatory French (Grade 12)	FREN 120/121
1st year Univ. French	FREN 170/171
2nd year Univ. French	FREN 270/271

## General Information

All courses in French consist of four hours of lecture, one hour of conversation, and assignments in the

multimedia lab on a drop-in basis (involving approximately 45 minutes).

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students with an enhanced speaking ability should register in the special section of FREN 170 or 171 or in FREN 270 or 271. Students who are not sure of their language level should contact an instructor.

## University Transfer Credit

All French courses are transferable to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

## Courses

- FREN 100 — Beginning French I
- FREN 101 — Beginning French II
- FREN 120 — University Preparatory French I
- FREN 121 — University Preparatory French II
- FREN 170 — First Year University French I
- FREN 171 — First Year University French II
- FREN 270 — Second Year University French I
- FREN 271 — Second Year University French II

## GEOGRAPHY

### Instructional Faculty

- K. EWING, B.A., M.Sc. (Michigan)
- C. GRATHAM, B.Sc., M.Sc. (UBC)
- C. GREENBERG, B.A., M.A., (U. of Manitoba), Ph.D. (UBC)
- S. MACLEOD, B.A., M.A., Ph.D. (UBC)
- B. MCGILLIVRAY, B.A., M.A. (UBC)
- J. MELIGRANA, B.A. (Toronto), M.A. (Queens)
- J. MIKITA, B.A., M.A. (SFU)
- S. ROSS, B.Sc., M.Sc. (UBC)
- C. SCHREADER, B.Sc. (Trent), M.Sc. (McMaster)

## General Information

Geography courses are offered for students who are interested in pursuing a career in geography as well as for those students desiring both Arts and Science electives, or for those who wish to have a better understanding of the cultural and physical landscapes. The study of geography opens the doors for men and women in a wide variety of fields including: teaching, urban planning, forestry, resource management,

tourism, recreation, economic consulting, mining, fisheries, geographic information systems, meteorology, and map making. The focus of geography is on the environment in which we live. These courses in geography will give you a whole new perspective on the world.

## University Transfer Credit

All Geography courses at Capilano transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

## Courses

- GEOG 100 — Human Geography: People, Places and Cultures
- GEOG 101 — Environmental Geography: Perception and Change
- GEOG 102 — Environmental Geography: Global Concerns
- GEOG 106 — British Columbia: A Regional Analysis
- GEOG 108 — Canada: A Nation of Regions
- GEOG 112 — Introduction to Earth Environments
- GEOG 114 — Weather and Climates
- GEOG 200 — Technology and Economic Environments
- GEOG 201 — Urban Studies
- GEOG 205 — Asia Pacific Geography
- GEOG 214 — Our Atmospheric Environment
- GEOG 221 — Map and Airphoto Interpretation

## GEOLOGY

### Instructional Faculty

- D.J.A. ATHAIDE, B.Sc. (Hons) (McGill), M.Sc. (UBC), Prof. Teacher's Cert. (B.C.)
- A.G. THOMLINSON, B.A., M.Sc., Prof. Teacher's Cert. (UBC)

## General Information

Geology courses are designed for students planning a university degree program in the geological sciences or in the arts, humanities or social sciences. GEOL 110 and 111 are especially appropriate for students in need of a laboratory science. They provide an understanding of the origin, structure, composition and history of the earth.



Courses include weekly laboratory investigations and several field trips, both local and distant (overnight). Lab tuition fees are included in the course fee, however students must purchase a lab manual and testing kit, and share some field trip costs.

## University Transfer Credit

All Geology courses at Capilano transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

## Geological Sciences

(including GEOPHYSICS, GEOCHEMISTRY, GEOLOGICAL ENGINEERING, ENVIRONMENTAL STUDIES AND OTHER EARTH SCIENCES)

### FIRST YEAR ONLY

GEOL 110/111

PHYS 108/111 or 110/111 or 114/115

CHEM 108/109 or 110/111

MATH 110/111 or 116/117 and 126/127

ENGL (six credits)

## Courses

GEOL 110 — Physical Geology

GEOL 111 — Historical Geology

## GERMAN

### Instructional Faculty

B. HANKIN, B.A. (UBC), M.A. (Wash.), Teach. Dip. (UBC)

B. PIRES-STADLER, Teach. Dip. (Zurich), M.A. (SFU)

### Instructional Associate

R. FREIBERG, B.Ed. (Göttingen University, Germany)

## General Information

All courses in German consist of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Native speakers of German are not allowed in first year courses. Those who wish to take a first or second-year German course must consult with a German instructor first. University rules governing such students differ within departments, but the Language Department has

correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid any misunderstanding, such students are invited to discuss these problems with the department prior to enrolment.

Students with a German Arbitur are not permitted to enrol in the courses. Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor.

## University Transfer Credit

All German courses at Capilano transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

**SFU:** Students who wish to proceed to SFU and to pursue further courses in German are reminded of the present equivalency standards. Transfer and course challenge credit in German will be given at SFU for Capilano College German courses to a total of 11 semester hours. Exemption from and placement in higher courses are determined by the results of a placement test or other assessment procedure.

**UBC:** In the case of UBC, present equivalent standards provide transfer credit on the following basis:

Capilano College	UBC
GERM 100 and 101 (3 credits each)	100 (3)
GERM 200 and 201 (3 credits each)	200 (3)

The student wishing to major in German fulfils department requirements with UBC GERM 310, which may be taken in the second year if the student has first class standing in GERM 200 or third year by permission of the department.

## Courses

GERM 100 — Beginning German I

GERM 101 — Beginning German II

GERM 200 — Intermediate German I

GERM 201 — Intermediate German II

## HISTORY

### *Instructional Faculty*

R. CAMPBELL, B.A. (California), M.A. (UBC)  
R. FUHR, B.A. (UBC), M.A. (McGill)  
H. JONES, B.A., M.A. (UBC)  
M. LEGATES, B.A. (Wash.), M.A., M.Phil., Ph.D.  
(Yale)  
D. SUTHERLAND, B.A. (UBC), M.A. (Memorial)  
Ph.D. (SFU)

### General Information

History teaches an understanding of the past that helps people cope with the present and suggests possibilities for the future. Critical thinking and analysis form the core of this discipline and are essential skills in a rapidly changing society.

Students planning to major in History should have at least four History courses at the College. These can be ANY four courses. An intended major should also have a broad sampling of courses in Social Sciences and Humanities. Students planning to major in History at SFU should take six History courses in the first two years. For UBC the requirement is four History courses. Students planning to take honours should acquire a reading knowledge of an appropriate non-English language.

### University Transfer Credit

All History courses at Capilano (including WMST 220) transfer to SFU, UBC, UNBC and UVic and count as Humanities credit for the Associate Degree. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### Courses

HIST 100 — History of the Ancient World  
HIST 102 — Europe from the Reformation to the French Revolution  
HIST 103 — Europe in the 19th and 20th Centuries  
HIST 108 — Issues and Themes in U.S. History: 1607 – 1877  
HIST 109 — Issues and Themes in U.S. History: 1865 – Present  
HIST 110 — Canada Before Confederation  
HIST 111 — Canada Since Confederation  
HIST 205 — British Columbia  
HIST 207 — Europe in the Middle Ages and Renaissance

HIST 208 — Canadian-American Relations  
HIST 209 — History of the Native Peoples of Canada  
WMST 220 — Women and the Past: A Historical Survey

## JAPANESE

### *Instructional Faculty*

K. MITO, B.A. (UBC), M.A. (UBC)

### *Instructional Associate*

T. BERWICK, B.A. (Kobe Gaidai)  
Y. SHINBO, Associate of Arts (Obirin)

### General Information

All courses in Japanese consist of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

In order to provide for the most appropriate student placement, students with Japanese 9, 10 or Beginners 11 credit should register in JAPN 100; students with Japanese 11 high school credit should register in JAPN 101, not JAPN 100. Students with a Japanese 12 high school credit can register in either JAPN 200 or JAPN 101.

Students who have studied Japanese elsewhere cannot register in JAPN 100.

The instructor is available for consultation regarding placements. Contact the department prior to registration if you are not sure of your placement.

### University Transfer Credit

The following Japanese courses at Capilano College transfer to UBC, SFU, and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Students with competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor.

### Courses

JAPN 100 — Beginning Japanese I  
JAPN 101 — Beginning Japanese II  
JAPN 200 — Intermediate Japanese I  
JAPN 201 — Intermediate Japanese II



## KINESIOLOGY

### *Instructional Faculty*

M. WALSH, B.P.E., M.P.E. (UBC), Ph.D. (SFU)

### **General Information**

The Capilano College Department of Kinesiology and Human Kinetics offers first-year university courses in kinesiology, designed for students planning on transferring to Simon Fraser University for second year for completion of a major or a degree in the subject.

For more information regarding the Kinesiology program please contact the Pure and Applied Sciences Division, 984-4955.

### **Transfers to the University of British Columbia Human Kinetics program**

Capilano College Kinesiology courses transfer to the UBC Department of Human Kinetics, which offers four areas of concentration: (1) Exercise Science, (2) Health and Fitness, (3) Physical Education, and (4) Leisure and Sport Management.

### **Transfers to the University of Victoria**

The University of Victoria Faculty of Education, School of Physical Education, also accepts transfer of Kinesiology courses from Capilano College. To determine which courses are transferable, advisors at UVic and/or Capilano College should be consulted.

### **Transfers to Simon Fraser University Kinesiology Program**

The Kinesiology program at SFU offers four different areas of concentration: (1) Active Health, (2) Health and Physiological Sciences, (3) Human Factors/Ergonomics, and (4) Human Movement Sciences.

Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### **Course Descriptions**

- KIN. 140 — Contemporary Health Issues  
KIN. 142 — Introduction to Kinesiology  
KIN. 143 — Exercise Management

## LINGUISTICS

### *Instructional Faculty*

Y. Qu, B.A. (Shandong Teachers' U.), M.A. (Beijing Foreign Studies U.), Ph.D. (UBC)

### **Courses**

- LING 100 — Introduction to General Linguistics:  
Language Structure  
LING 101 — Introduction to General Linguistics:  
Language Use

## MATHEMATICS AND STATISTICS

### *Instructional Faculty*

- A.E.T. BENTLEY, B.Sc. (Hons.) (UBC), M.A., Ph.D. (Missouri), Coordinator of Mathematics  
R.C. BREWSTER, B.Sc. (Hons.), M.Sc. (UVic.), Ph.D. (SFU)  
P. CARTER, B.Sc. (Hons) (Sheffield) M.Sc., Ph.D. (UBC)  
L.F. HARRIS, B.A., M.A., (UBC), Ph.D. (Austral. Nat. U)  
R. HAUSCHILDT, B.Sc. (Hons.) (Queen's), M.Sc. (UBC)  
J. JOHNSTON, B.Math (Waterloo), B.Ed. (Toronto), M.Math (Waterloo)  
C. MORGAN, B.Sc. (Hons.), M.Sc., Ph.D (Memorial)  
R.R. RENNIE, B.Sc., M.Sc. (Brigham Young), Ph.D. (UBC)  
K.V. TOWSON, B.Sc., M.Sc. (SFU)  
R.H. VERNER, B.Sc. (UBC), M.Sc. (EWSU), B.C. Teaching Cert. (UBC)  
A. WATERMAN, B.Sc. (UBC), M.Sc. (SFU), B.C. Teaching Cert. (UBC)  
C. WATKISS, B.Sc. (Carleton), M.Sc., Ph.D. (Toronto)

### *Laboratory Supervisor*

W. LYNN, B.Sc. (Carleton), M.A.Sc. (Waterloo)

### **General Information**

The Mathematics and Statistics Department offers first- and second-year university level courses in mathematics and statistics as well as preparatory courses.

### **Entry Courses**

#### **1. Preparatory**

MATH 009 is an individualized study course for students needing a basic arithmetic refresher.

MATH 090 and 095 are 1.5 credit courses designed for students needing introductory through intermediate level algebra. It is possible to complete both courses in a single term. The combined MATH 090/095 is recognized by post secondary institutions as a Math 11 equivalent.

## 2. Precalculus

MATH 107 is a precalculus course specifically designed for students planning to pursue a business or commerce program, whereas MATH 105 focusses more on scientific applications.

Although each of MATH 105 and 107 is recognized by post secondary institutions as a Math 12 equivalent, it is common for students even with Math 12 completion to take one of these precalculus courses in preparation for calculus. Both 105 and 107 receive individual transfer credit at SFU and UVic. At UBC transfer credit is granted for a combined precalculus (MATH 105 or 107) and calculus (MATH 108 or 110 or 116) package (except those faculties at UBC which require Math 12 for admission). Check the Mathematics Placement Test (MPT) section and individual course listings for the prerequisite requirements for each of MATH 105 and 107. Based on their MPT results, some students will be allowed to enrol in MATH 105 or 107 only if they enrol in MATH 095 concurrently.

## 3. Calculus I

MATH 108, 110 and 116 are general purpose first-year calculus courses whereas MATH 108 is a calculus course specifically designed for students planning to pursue a business or commerce program. Check the Mathematics Placement Test (MPT) section and individual course listings for the prerequisite requirements for each of MATH 108, 110 and 116.

## 4. Introductory Statistics

MATH 101 is an introductory statistics course designed primarily for non-science students wanting to fulfil a science elective requirement.

## Specific Program Requirements

Students should use the following three sections as guidelines for selecting math courses at the first-year level. Due to the specialized needs of some programs at the universities, the Mathematics and Statistics Department advises students to consult the university Calendar and to seek guidance from a College advisor or math instructor for appropriate course selection.

## 1. Science, Forestry, Engineering

Students planning to pursue science or science related programs are required to take MATH 116/117 and 126/127 (or 110/111). Engineering students should consult the Engineering section in the Calendar. Students planning to pursue mathematics or statistics at UBC should take in their first year:

MATH 116/117 and 126/127 (or 110/111)  
PHYS 114/115  
CHEM 110/111 (or 108/109)  
COMP 110/111  
ENGL (6 credits)

## 2. Arts, Social Science

To fulfil a one-year science elective requirement non-science students typically take MATH 101/102, although any of the precalculus/calculus combinations also meet this requirement. Students planning to pursue a psychology program at SFU are required to take MATH 107 if they have not completed Math 12.

## 3. Commerce, Business, Economics

Students planning to pursue a commerce, business or economics program are required to take MATH 108 (and MATH 107 if the prerequisite requirements for 108 are not met; transfer credit will be given for MATH 107). In addition MATH 109 is required for students planning to transfer to the commerce program or economics at UBC. For a detailed description of commerce courses and program requirements see the Calendar section titled Commerce.

## University Transfer Credit

Except where explicitly noted, all math and statistics courses numbered 101 or higher transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

## Math Placement Test (MPT)

Students wanting to enrol in a Precalculus course (MATH 105 or 107), a Calculus I course (MATH 108 or 110 or 116), or a discrete mathematics course (MATH 124), must write a mathematics placement test if either (or both) of the following two conditions apply:

- (a) Their mathematics prerequisite course was completed prior to 1997 for admission into Fall 1998 courses; prior to 1998 for admission into Spring 1999 and Summer 1999 courses.



(b) Their mathematics prerequisite course was completed at a B.C. secondary school (or equivalent) with a final letter grade standing **below**:

"C" in Math 12 for admission to MATH 105 or MATH 107;

"B" in Math 12 for admission to MATH 108;

"A" in Math 12, or at least a "B" in both Math 12 and Calculus 12, for admission to MATH 110 or 116 or 124.

To write the Precalculus placement test, students should have at least a "C" grade in Math 11 or at least a "C-" grade in Math 12.

To write the Calculus placement test, students should have at least a "C" grade in Math 12.

Within a given year students are not allowed to rewrite the Calculus or Precalculus MPT.

A study guide is available for the MPT which provides topic coverage and suggested review material as well as a list of the scheduled test dates.

Please contact the Registrar's Office or the Pure and Applied Sciences Division for more information.

## Graphing Calculator

The Mathematics and Statistics Department believes that the graphing calculator greatly enhances mathematics instruction and learning. Students enrolling in MATH 090/095 or any first year course, MATH 105 or higher, are required to have a graphing calculator. Specific recommendations on make and model will be available during the registration period.

## Courses

MATH 009 — Arithmetic

MATH 090 — Introductory Algebra with Functions

MATH 095 — Intermediate Algebra with Functions

MATH 101 — Introduction to Statistics

MATH 102 — Statistical Methods

MATH 105 — Precalculus Methods

MATH 107 — Precalculus for Business and Social Sciences

MATH 108 — Calculus I for Business and Social Sciences

MATH 109 — Calculus II for Business and Social Sciences

MATH 110 — Calculus I

MATH 111 — Calculus II

MATH 116 — Calculus I

MATH 117 — Applications of Calculus I

MATH 124 — Discrete Mathematics I

MATH 126 — Calculus II

MATH 127 — Applications of Calculus II

MATH 152 — Linear Algebra and Differential Equations

MATH 200 — Linear Algebra

MATH 204 — Probability and Statistics for Applications

MATH 205 — Introduction to Probability and Statistics

MATH 215 — Introduction to Analysis

MATH 224 — Discrete Mathematics II

MATH 230 — Calculus III

MATH 231 — Calculus IV

MATH 235 — Introduction to Differential Equations

## BACHELOR OF MUSIC TRANSFER PROGRAM

### Instructional Faculty

G. ALCOCK, A.R.C.T. (Toronto)

M. ARMANINI, A.R.C.T. (Toronto), B.Mus., M.Mus. (UBC)

D. ASTOR, B.A. (UBC)

J. BERARDUCCI, B.Mus. (UBC), M.A. (W. Wash.)

J. BERKMAN, B.Mus. (Oberlin), M.Mus. (Juilliard)

N. BOHNA, B.Mus., M.Mus. (UBC)

S. BOSWELL, A.R.C.M. (Royal College of Music, London)

K. CERNAUSKAS, Dip. (Salzburg), B.Mus. (Toronto)

S. DENROCHE, B. Mus. (UBC)

N. DINOVO, B.Mus., M.Mus. (UT)

L. FALLS, A.R.C.T. (Toronto), B.Mus., M.Mus. (UBC)

J. GEE, B.Mus., M.A. (UBC)

H. HAY

P. HUTTER

L. KAARIO, B.Mus. (UBC), M.Mus. (W.Wash.),  
Coordinator

D. MCCOY, M.Mus. (UBC)

G. MCNAB, B.Mus., M.Mus. (UBC)

K. MOORE, B.Mus. (UBC)

T. NICKELS, B.A. (U.C.L.A.)

A. NODWELL, B.Mus. (UBC), M.Mus. (UVic)

D. OKE, B.Mus. (UBC)

D. OVERGAARD, B.Mus., M.Mus. (UBC), D.M.A. (USC)

G. RAMSBOTTOM

S. REBANE, D.M.A. (Kentucky)  
P. SCHREIBER, B. Mus. (UBC)  
D. SPARKES, B.Mus. Ed. (Toronto)  
D. VANDEREYK, B.Mus., M.Mus. (UBC)  
E. WEAN, M.Mus. (New England)  
S. WOODYARD, B.Mus. (Victoria)

## General Information

Capilano College offers four music programs: a two-year Diploma of Music from the Bachelor of Music Transfer program, a two-year Diploma in Jazz Studies, a four-year Degree in Jazz Studies and a four-year Degree in Music Therapy.

## TWO YEAR DIPLOMA AND TRANSFERABILITY TO THIRD YEAR UNIVERSITY

### Career Opportunities

- Private Music Teacher - with the completion of the two year diploma program
- first two years toward a Music degree leading to a career in Music Education or Performance

### University Transfer

Capilano College offers the first two years of a Bachelor of Music Degree. All courses in the Bachelor of Music Transfer program are transferable to School of Music at the University of British Columbia and to the Faculty of Music at the University of Victoria. Students wishing to transfer to the Faculty of Arts at UBC, SFU, or UVic with a major in Music should take MUS. 100/101, 112/113, 120/121 in their first year, and MUS. 200/201, 212/213, 220/221 in their second year. Our students have also received transfer credit to the following universities: Alberta, Calgary, Dalhousie, Regina, Brandon, York, Guelph, Western Ontario, McGill and Western Washington.

### Admission Requirements

Entering students should have a basic knowledge of music rudiments (approximately at the level of Toronto Conservatory Rudiments II).

Students entering on piano must be at a grade 10 level (Toronto Conservatory). Piano students who require a qualifying term may enrol in other courses.

Students entering in composition must have a working knowledge of diatonic harmony.

Students entering in voice or instruments other than piano must have a performance level acceptable to the faculty.

## Admissions Procedure

All applicants must:

1. Comply with the general admission requirements of Capilano College and the specific admission requirements for University Transfer.
2. Participate in a private interview with the music coordinator or a program instructor.
3. Write a theory placement test and take an ear test.
4. Play an audition on their major instrument: this will consist of two contrasting pieces, technique, and sight reading.
5. Write the Capilano College EDT (English Diagnostic Test) or the Provincial LPI. See the EDT information in the Registration section in this Calendar. Please try to have your EDT or LPI mark before your audition and interview.
6. Submit an Application for Admission to Admissions, Registrar's Office, together with official copies of transcripts of all secondary and post-secondary education. Early application is advised.
7. All interviews, auditions and placement tests are held in May and August.

Auditions will involve the presentation of two contrasting prepared pieces and a demonstration of the student's instrumental technique and sightreading ability.

### Registration

1. Returning students may pre-register during the month of April.
2. New students demonstrating sufficient instrumental and/or theoretical accomplishment in their placement test may preregister during May and early August to ensure their enrolment.
3. Students may register during in-person registration.

### Graduation Requirements

The complete program requirements must be successfully completed to receive an Associate in Arts and Science Diploma.

### Special Fees and Expenses

The fees for Private Music Instruction (PMI.) will be announced at least one month prior to the beginning of the fall term.



Maximum tuition for full-time study for the 1997/98 academic year was \$1,225 per semester. Included in this maximum tuition are the costs of all required Private Music Instruction.

## Program Content

<i>FIRST TERM</i>		<i>Credits</i>
ENGL 100	Composition	3.0
ENSM 100	Choir - Ensemble I or ENSM 110 Orchestra I	1.0
MUS. 100	Theory I	3.0
MUS. 112	Ear Training and Sight Singing I	1.5
*MUS. 114	Class Piano I	1.0
MUS. 120	History I	3.0
MUS. 122 <sup>1</sup> or Arts elective <sup>2</sup>		1.0-3.0
PMI. 1xx Level		<u>2.0</u>
		14.5-17.5

## *SECOND TERM*

ENGL 103 or 104 or 105 or 106		3.0
ENSM 150	Choir - Ensemble II or ENSM 160 Orchestra II	1.0
MUS. 101	Theory II	3.0
MUS. 113	Ear Training and Sight Singing II	1.5
*MUS. 115	Class Piano II	1.0
MUS. 121	History II	3.0
MUS. 123 <sup>1</sup> or Arts elective <sup>2</sup>		1.0-3.0
PMI.2xx Level		<u>2.0</u>
		14.5-17.5

## *THIRD TERM*

ENGL 200 or 212 <sup>3</sup>		3.0
ENSM 200	Choir - Ensemble III or ENSM 210 Orchestra III	1.0
MUS. 200	Theory III	3.0
MUS. 212	Ear Training and Sight Singing III	1.5
*MUS. 214	Class Piano III	1.0
MUS. 220	History III	3.0
MUS. 122 <sup>1</sup> or Arts elective <sup>2</sup>		1.0-3.0
PMI. 3xx Level		<u>2.0</u>
		14.5-17.5

## *FOURTH TERM*

ENGL 201 or 213 <sup>3</sup>		3.0
ENSM 250	Choir - Ensemble IV or 260 Orchestra IV	1.0
MUS. 201	Theory IV	3.0
MUS. 213	Ear Training and Sight Singing IV	1.5
*MUS. 215	Class Piano IV	1.0

MUS. 221	History IV	3.0
MUS. 123 <sup>1</sup> or Arts elective <sup>2</sup>		1.0-3.0
PMI. 4xx Level		<u>2.0</u>
		14.5-17.5

<sup>1</sup> Normally 58 credits are required to graduate with a Diploma in Music. However, Voice Concentrators are required to have 61 credits, the three additional credits from the required course Lyric Diction MUS. 122 and MUS. 123. This course is offered in alternating years.

<sup>2</sup> Taking Arts electives is strongly recommended. However, a student must have a minimum GPA of 3.5 in order to be allowed into these electives.

<sup>3</sup> In order to graduate, Arts electives may be substituted for ENGL 200, 201 and 212, 213.

Other courses which may be taken as electives with approval of the Coordinator are Class Strings MUS. 110, 111; Class Brass MUS. 218; Class Percussion MUS. 219; Class Woodwinds MUS. 210, 211; and Kodaly/Orff Methodology MUS. 360, 361.

\*If the student is a piano major, then he/she may take a secondary PMI instead of Class Piano.

Students may graduate with 58 or more credits depending on which options they choose. Guitar students must take Guitar Ensemble through Continuing Education. Such students may graduate with 58 credits.

## BACHELOR OF MUSIC THERAPY COURSE STREAM

Students planning on going into the Bachelor of Music Therapy program in the third year will take the following program for the first two years.

Students completing this program will receive a Diploma in Music. They may then choose to transfer to university to finish a Bachelor of Music or apply to the Bachelor of Music Therapy program at Capilano College.

<i>FIRST TERM</i>		<i>Credits</i>
ENGL 100	Composition	3.0
ENSM 100 or 110		1.0
MUS. 100	Theory I	
MUS. 112	Ear Training and Sight Singing I	1.5
*MUS. 114	Class Piano I	1.0
MUS. 120	History I	3.0
PMI. 1xx Level		<u>2.0</u>
		14.5

## *SECOND TERM*

ENGL 103, 104, 105, or 106		3.0
ENSM 150 or 160		1.0
MUS. 101	Theory II	3.0

## University Transfer

MUS. 113	Ear Training and Sight Singing II	1.5
*MUS. 115	Class Piano II	1.0
MUS. 121	History II	3.0
PMI. 2xx Level		2.0
**PSYC 100 or PSYC 101	Intro to Psychology Theories of Behavior	<u>3.0</u> 17.5

### THIRD TERM

BIOL 104	Human Biology I	3.0
ENSM 200 or 210		1.0
MUS. 200	Theory III	3.0
MUS. 212	Ear Training and Sight Singing III	1.5
*MUS. 214	Class Piano III	1.0
MUS. 220	History III	3.0
PMI. 3xx Level		2.0
PSYC 204	Developmental Psychology	<u>3.0</u> 17.5

### FOURTH TERM

ENSM 250 or 260		1.0
MUS. 201	Theory IV	3.0
MUS. 213	Ear Training and Sight Singing IV	1.5
*MUS. 215	Class Piano IV	1.0
MUS. 221	History IV	3.0
PMI. 4xx Level		2.0
PSYC 205	Psychology of Aging	<u>3.0</u> 14.5

\* If the student is a Piano Major, then he/she may take a secondary PMI instead of Class Piano.

\*\* It is recommended that students take PSYC 101 during the summer between second and third term.

For a description of the Music Therapy program, see the Music Therapy program section of the Calendar.

## PHILOSOPHY

### Instructional Faculty

M. BATTERSBY, B.A. (NYU), Ph.D. (UBC)  
J. DIXON, B.A., Ph.D. (UBC)  
S. GARDNER, B.A. (McGILL), B.Phil. (Oxford), Ph.D. (Concordia)  
W. HENRY, B.A. (UVic), M.A. (UBC), Ph.D. (Western)  
S. PERSKY, B.A., M.A. (UBC)  
Y. WESTWELL-ROPER, M.A., Ed.D. (UBC), D.Phil (Oxford)

### University Transfer Credit

All Philosophy courses offered at Capilano College have transfer credit at every university in British Columbia. Critical thinking is taught in all philosophy

courses. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### Courses

PHIL 101 —	Introductory Philosophy: Ethics
PHIL 102 —	Introductory Philosophy: Knowledge and Reality
PHIL 110 —	Critical Thinking
PHIL 120 —	Understanding Scientific Reasoning
PHIL 140 —	Philosophy and Law: Introduction to Canadian Law
PHIL 141 —	Philosophy and Law: Introduction to the Criminal Justice System
PHIL 200 —	Political Philosophy
PHIL 201 —	Political Philosophy
PHIL 207 —	Business Ethics
PHIL 208 —	Environmental Ethics
PHIL 209 —	Biomedical Ethics
PHIL 210 —	Metaphysics and Epistemology I
PHIL 211 —	Metaphysics and Epistemology II
PHIL 220 —	Philosophy in Literature
PHIL 221 —	Existentialism in Literature
PHIL 222 —	Philosophy of Culture (Aesthetics)
PHIL 240 —	Philosophy and Gender Relations

## PHYSICS

### Instructional Faculty

M. FREEMAN, B.Sc. (Hons.) (UBC), M.Sc. (Cal. Tech.), Ph.D. (UBC)  
S. GREENSPOON, B.Sc. (Hons.) (McGill), M.Sc., Ph.D. (Waterloo), Convenor of Physics  
J. KOLAC, M.Sc. (Charles U., Prague)  
F. PARVAZ, B.Sc. (Tehran), M.S. Dip. (San Diego State)

### Laboratory Supervisors and Technician

K. WATTS, B.Sc. (SFU), Laboratory Technician  
V. MOEN, B.Sc. (SFU), Laboratory Supervisor  
B. SIMSON, B.Sc. (SFU), Laboratory Supervisor

### Research Associate

M. CRENSHAW, B.Sc. (Kansas State), B.A. (Evergreen), Physics Holography Research Lab

### General Information

All first-year physics courses except PHYS 116 include a weekly two-hour laboratory period. The cost of the



labs is included in the course tuition fee except for lab manuals.

## University Transfer Credit

All physics courses at Capilano carry transfer credit. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

**Students with Physics 12 planning to transfer to UBC should take PHYS 114 or PHYS 114 and 115, depending on their plans. Consult the UBC Calendar for specific program requirements.**

## Recommended Sequence for Major in Physics

### FIRST YEAR

PHYS 114/115 (preferred) or 110/111 or 108/111

CHEM 110/111 or 108/109

MATH 110/111, or 116/117 and 126/127

ENGL (six credits)

Non-science Elective or Geology, Biology or Computing Science (six credits)

### SECOND YEAR

PHYS 200/201, 210/211, 218/222

MATH 200, 230, 231, 235

Elective (six credits)

Students interested in honours physics should consult Physics instructors.

## Courses

PHYS 104 — Principles of Physics

PHYS 108 — Basic Physics

PHYS 110 — General Physics I

PHYS 111 — General Physics II

PHYS 114 — Fundamental Physics I

PHYS 115 — Fundamental Physics II

PHYS 116 — Fundamental Physics III

PHYS 200 — Thermal Physics and Waves

PHYS 201 — Electricity and Magnetism

PHYS 210 — Physics Laboratory I

PHYS 211 — Physics Laboratory II

PHYS 218 — Computational Physics

PHYS 222 — Mechanics

# POLITICAL STUDIES

## Instructional Faculty

E.M. LAVALLE, B.Comm., LL.B. (UBC), M.A.  
(Duke)

P. MIER, B.A. (SFU), M.A. (Toronto)

T. SCHOULS, B.A. (Alberta), M.A. (Toronto)

C. SYLVESTER, B.A. (Gonzaga), M.A. (Notre Dame)

D. WINCHESTER, B.A. (Concordia), M.A. (UBC)

## General Introduction

Women and men preparing for careers in journalism, law, business management, international banking, market research, arbitration, urban and regional planning, the foreign service, consulting, labour negotiations, international development, and education enrol in Political Studies courses. So too those hoping to bring about change in their own communities in such areas as health, education and the environment, choosing politics as their vocation. That's because Political Studies is concerned with power — what it is and who gets it, how it is used and how it is abused. Along with understanding power and the role it plays locally, nationally, and internationally, Political Studies students graduate with excellent research skills and effective oral and written communication skills — all very much in demand in the new global economy.

## University Transfer Credit

All Political Studies courses at Capilano are transferable to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

## Courses

POL. 100 — Introduction to Politics and Government

POL. 102 — Comparative Government

POL. 104 — Canadian Government

POL. 110 — An Introduction to Western Political Thought – Plato to The Reformation

POL. 111 — Contemporary Ideologies

POL. 201 — International Relations

POL. 202 — Government and Politics of British Columbia

POL. 203 — International Organizations

POL. 204 — Canadian Public Policy

POL. 206 — Scope and Methods of Political Analysis

POL. 207 — Selected Issues in Contemporary Social and Political Theory

## PSYCHOLOGY

### *Instructional Faculty*

P. AVERY, B.A. (York), M.Ed. (Toronto)  
E. BOYLE, B.A. (U. Chicago), Ph.D. (UBC)  
R. HAWRYLKO, B.A. (Hunter), M.A. (SFU)  
M. MACNEILL, B.A. (Alta.), M.A. (Manitoba), Ph.D. (Calgary)  
S. MOE, B.A., M.A. (Mexico)  
R. SNOW, B.A. (Hons.) M.A., Ph.D. (SFU)  
J. WATERS, B.A. M.A., Ph.D. (SFU)  
C. ZASKOW, B.A. (UBC), M.A., Ph.D. (SFU)

### **University Transfer Credit**

All Psychology courses at Capilano transfer to SFU, UBC, and UVic. Please refer to the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### **Courses**

PSYC 100 — Introduction to Psychology  
PSYC 101 — Theories of Behaviour  
PSYC 200 — Social Psychology  
PSYC 201 — Group Dynamics  
PSYC 203 — History of Psychology  
PSYC 204 — Developmental Psychology  
PSYC 205 — The Psychology of Aging  
PSYC 206 — Adolescent Psychology  
PSYC 212 — Research Methods in Psychology  
PSYC 213 — Statistical Methods in Psychology  
PSYC 220 — Theory of Personality  
PSYC 222 — Abnormal Psychology  
PSYC 225 — Biopsychology of Behaviour  
PSYC 230 — Cognitive Psychology  
WMST 110 — Women and Psychology

## SOCIOLOGY

### *Instructional Faculty*

G. BAILEY, B. Sc. (McGill), Ph.D. (Oregon)  
N. GAYLE, B.A. (York), M.A. (Western), Ph.D. (UBC)  
C. HATHAWAY, B.A. (S.U.N.Y.), M.A. (Wash U., Mo.)  
R. ISOLA, B.A., M.A. (SFU)  
A. ROJAS, M.A., Ph.D. (York)

### **General Information**

All courses in Sociology are geared to help the student comprehend personal and global events in a relevant and meaningful way. Sociology should thus help the student in his/her endeavour to cope with our increasingly complex society. A major in Sociology leads to work in the following areas: social work, teaching, probation work, criminology, industrial sociology, communications, media, government research and related areas.

### **University Transfer Credit**

All Sociology courses at Capilano transfer to SFU, UBC and UVic. All 200 level courses will provide the SFU transfer student with assigned credit toward second-year courses. The UBC transfer student will be provided with unassigned credit towards a major.

### **Courses**

SOC. 100 — Social Structures  
SOC. 101 — Concepts of Theories of Society  
SOC. 200 — Canadian Society  
SOC. 201 — British Columbia Society  
SOC. 210 — Current Social Issues  
SOC. 211 — Sociology of the Third World  
SOC. 222 — Sociology of the Arts  
SOC. 223 — Media and Society



## SPANISH

### *Instructional Faculty*

C. FURSTENWALD, B.A. (U.N.A.M. Mexico),  
M.B.A. (City Univ., Seattle)  
E. PEREIRA, B.A. (UBC), M.A. (UBC)

### *Instructional Associates*

J. GACINA, B.A. (SFU), P.D.P. (SFU)  
K. MATTSON, B.A. (SFU), Licenciatura (Barcelona)

### General Information

All courses in Spanish consist of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Native speakers of Spanish are not allowed in first year courses. If they wish to take second year courses in Spanish, they must consult with the Spanish instructor first. University rules governing such students differ within departments, but the Language Department has correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid any misunderstandings, such students are invited to discuss these problems with the Department prior to enrolment.

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor.

### University Transfer Credit

All Spanish courses at Capilano transfer to SFU, UBC and UVic.

**SFU:** Students who wish to proceed to SFU and to pursue further courses in Spanish are reminded of the present equivalency standards. Elective credit will be given at SFU for all Capilano College Spanish courses. Exemption from and placement in higher courses are determined by the results of a placement test or other assessment procedure. As a result of the placement test, area credit may be granted which would count toward a major in Spanish. Courses which do not qualify toward a major will be awarded elective credit only.

**UBC:** At UBC, present equivalent standards equate SPAN 100 and 101 with SPAN 100; SPAN 200 and 201 with SPAN 200. The student who plans to major in Spanish may enter UBC's Spanish program when the student completes the Capilano courses.

## Courses

SPAN 100 — Beginning Spanish I  
SPAN 101 — Beginning Spanish II  
SPAN 200 — Intermediate Spanish I  
SPAN 201 — Intermediate Spanish II

## THAI

### *Instructional Faculty*

J. PLACZEK, B.A. (Windsor), M.A. Linguistics  
(UBC), Ph.D. South East Asian Studies (UBC)  
P. PLACZEK, Language Associate, B.A. (Thammasat University) Bangkok

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor. The following Thai courses carry university transfer. Please refer to the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

### Courses

THAI 100 — Beginning Thai I  
THAI 101 — Beginning Thai II

## THEATRE

- A. DIPLOMA IN THEATRE
- B. ADVANCED CERTIFICATE IN THEATRE
- C. ADVANCED OPTION COURSES
- D. PERFORMING ARTS MANAGEMENT

### *Instructional Faculty*

S. ATKINS, B.A., M.F.A. (SFU)  
F. BLACK, B.F.A. (SFU), B.A. (UVic)  
P. CONNELL, B.A., M.A., PhD (UBC)  
T. FORREST, B.F.A. (B.C.O.U.)  
D. MOORE, B.F.A. (UVic), M.A. (WWU)  
B. MURDOCH, B.F.A. (UVic), M.F.A. (UBC)  
D. PRICE, B.A. (SFU) M.F.A. (UBC)  
D. WINSTANLEY

### General Information

The Theatre Department offers a two-year Diploma program and a one-year Advanced Certificate program. Theatre has openings in some of its courses for part-time study.

## Mission and Goals

Thorough grounding in all aspects of Theatre training for students is the goal of the Theatre Department. The Department values academic and professional training with practical application in acting, technical, and management laboratory situations. Competence, adaptability, and leadership are the values the department instills in its emerging Theatre artists.

## Facilities

Performance classes are held in the Arbutus Studio adjacent to the Capilano College Performing Arts Theatre, which houses the Department's season of plays. The theatre is complete with a rehearsal hall, changing rooms, costume and technical workshops, a fly-tower, and a 380-seat house.

Students in Theatre enjoy exceptional access to these facilities, and assist in running the theatres in a hands-on, educational experience.

## Productions

Each year, Capilano College Theatre produces a season of full length plays in the Performing Arts Theatre and shorter plays in the Arbutus Studio. Auditions are open to Advanced Certificate and Diploma program students, the college community, alumni, and members of the community at large. These productions also offer students practical experience in technical theatre and design, as well as exposure to guest directors and designers. The productions serve as an in-house laboratory for students in the Performing Arts Management program. Non-program students may participate in productions by registering in a practicum course.

**Students who wish to participate in productions should not register in non-theatre courses which are scheduled Monday - Friday 4:30-10:30 p.m. or Saturdays 10:00 a.m - 6:00 p.m.**

## A. DIPLOMA IN THEATRE

The Theatre Diploma program provides a two-year, comprehensive training in theatre, with experience in a full range of theatre specialties, in a pre-professional program. Students may choose to focus on either performance or technical courses. Upon graduation, students will have successfully participated in acting and other studio courses, technical theatre, theatre history, criticism and dramaturgy, as well as performance. They will be able to transfer to a university or university college and pursue a further, more specialized degree in theatre, or apply their theatre skills to further study in Arts or Education faculties. Graduates

are also eligible to apply for a place in the *Advanced Certificate in Theatre*.

### a) Part-time Non-diploma

Part-time students are encouraged to register in the courses and to participate in department productions. They will be included in the same classes as full-time program students. Seats available to part-time students are listed in the timetable. The goal is to foster literacy in the art of theatre.

### b) Part-time Diploma Studies

Some seats are available for part-time study leading to the Theatre Diploma. The goal is to provide the same comprehensive training in theatre as for full-time students, but spread over a longer period of time.

## University Transfer Credit

Diploma courses transfer to universities and university-colleges. Please consult the B.C. Transfer Guide for the most recent transfer information. Students may have to audition for placement in other programs, and should consult with the specific institution regarding these requirements.

## Admission and Registration Procedures

All students must meet the admission requirements for post-secondary programs. For Theatre, a student's Grade 12 Fine Arts grades will also be considered. Prospective full-time and part-time Diploma students must contact the Visual and Performing Arts Office by the end of April to set up an audition/interview time. Late applicants will be considered if space permits.

1. Students must submit the results of the Language Proficiency Index Test or the College's English Diagnostic Test (See Registration section of this Calendar) to register in an English course. Do not delay obtaining these results.
2. Students applying for *first year* will be asked to submit a letter outlining why they want to study theatre and an interim transcript showing high school courses and marks. A letter of recommendation from a theatre professional or instructor is an optional submission.
3. Students wishing to enter the *second year directly*, and those applying to study for the *Diploma part-time*, will be assessed for admittance on an individual basis, subject to the availability of places in the program and a successful audition/interview.
4. Diploma students will be pre-registered on a specific date. **All other students may register during Academic registration in any Theatre Department course with seats available.**



## Special Fees

Technical Theatre classes are assessed a lab fee of \$30 each.

Some courses are non-base funded. Consult the timetable. These courses are not refundable after the first day of classes.

## Diploma Program Curriculum

60 credits, including English 100 and one other 100-level English course.

### *FIRST TERM (both Performance Stream and Technical/Design Stream)*

THTR 100	Acting I
THTR 120	Elements of Theatre I
THTR 150	Intro to Production and Design I
ENGL 100	Composition
Elective	(students are advised to take electives which fulfil transfer requirements)

*and/or:*

THTR 190, 191, 192	Practicums (may be taken as an elective or to replace THTR 100 or 150. Approval required.)
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### *SECOND TERM (both Performance Stream and Technical/Design Stream)*

THTR 101	Acting II
THTR 121	Elements of Theatre
THTR 151	Intro to Production and Design II
ENGL	Literature
Elective	(students are advised to take electives which fulfil transfer requirements)

*and/or:*

THTR 193, 194, 195	Practicums (may be taken as an elective or to replace THTR 101 or 151. Approval required.)
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### *THIRD AND FOURTH TERMS - Technical Theatre/Design Stream*

Minimum 27 credits in Theatre plus three credits of electives.

### *Core courses:*

THTR 220	Conceptual Approaches to Theatre I
THTR 221	Conceptual Approaches to Theatre II
THTR 250	Senior Production Responsibilities I
THTR 251	Senior Production Responsibilities II
THTR 252	Advanced Lighting and Sound I
THTR 253	Advanced Lighting and Sound II
THTR 254	Practicum in Technical Theatre/Design I
THTR 255	Practicum in Technical Theatre/Design II
THTR 260	Analysis for Directing and Design

### *THIRD AND FOURTH TERMS -Performance Stream:*

Minimum 27 credits in Theatre plus three credits of electives.

THTR 200	Acting III
THTR 201	Acting IV
THTR 205	Bodywork
THTR 207	Vocal Communication
THTR 220	Conceptual Approaches to Theatre I
THTR 221	Conceptual Approaches to Theatre I
THTR 260	Analysis for Directing and Design
plus <b>two</b> course selected from:	

THTR 250	Senior Production Responsibilities I
THTR 251	Senior Production Responsibilities II
THTR 252	Advanced Lighting and Sound I
THTR 253	Advanced Lighting and Sound II

## B. ADVANCED CERTIFICATE IN THEATRE (ACT)

This unique certificate program bridges theatre training and professional theatre practice.

ACT is open to students who have completed the Capilano College Theatre Diploma or equivalent studies at another institution, or who have equivalent experience. **The purpose of ACT is to create a small theatre company comprised entirely of students, and to give each of them practical experience in a specialized area of theatre.** In a mentored situation with faculty and renowned guest artists, a mix of performance, directing, production and design specialists will be chosen to produce theatre in the Studio and the 380-seat Capilano College Performing Arts Theatre. Upon completion of the Advanced Certificate in

Theatre, students will have the skills necessary either to create their own work and run their own theatre company, or to find employment in the performing arts. Studies are concentrated in the evenings and on weekends, permitting students the option to work part-time while they study. The certificate can be completed in two terms, or students may opt for part-time studies. **Please note: rehearsals begin mid-August.**

### Admission to Full-Time Studies

Students will be selected on the basis of resume and at least one letter of recommendation from a theatre professional or instructor, an interview and:

- Performance: audition
- Directing: a written proposal outlining objectives
- Technical Production: a written proposal outlining objectives
- Design: a portfolio

Contact the Visual and Performing Arts Office by the end of April (for September) or the end of October (for January) to arrange audition/interview.

### Admission to Part-Time Studies

The Advanced Certificate program can be taken in modules which permit part-time study. This is particularly suitable for theatre educators who wish to upgrade their skills. This option is subject to the availability of places in the program and successful audition/interview. Enquiries and applications are accepted at any time though the year.

### Advanced Certificate in Theatre Curriculum

30 Theatre credits. (Students may have to take additional courses if there are educational deficiencies in the area of specialty.)

Students concentrate on one of four specialized areas: performance, technical production, design or direction. They receive instruction through

- 1) a series of master classes conducted by faculty and guest artists.
- 2) involvement in the Capilano College Performing Arts Theatre season.
- 3) involvement in the Arbutus season, which is chosen and mounted by ACT students.

### FIRST TERM

THTR 360	Directed Studies in Theatre I	Credits 15.0
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### SECOND TERM

THTR 364	Directed Studies Theatre II	Credits 15.0
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### PART-TIME OPTION (S, F)

THTR 361	Project 1	5.0
THTR 362	Project 2	5.0
THTR 363	Project 3	5.0
THTR 365	Project 4	5.0
THTR 366	Project 5	5.0
THTR 367	Project 6	5.0

Commencing with THTR 361, students progress through the part-time modules at their own pace. These 30 credits are equal to THTR 360 and 364.

### Fees

Fees for 1998/99 are estimated at \$1,250 per term for full-time study or \$500 per part-time course.

## C. ADVANCED OPTION COURSES

In addition to the unique *Advanced Certificate in Theatre*, the Theatre Department will make the regular studies and expertise of the Department available to the community by offering workshops and Master Classes in short, accessible formats. These offerings are listed below. The community will be informed of additional offerings by brochures and local advertising. All enquiries should be directed to the Visual and Performing Arts Office at 984-4911.

### Master Classes

Prestigious guest artists and directors will offer Master Classes each term. Some places in the classes are reserved for community students.

### On-Stage: Workshops in Design and Technical Theatre

Experienced designers and technical theatre practitioners will offer classes in production and design.

### Behind the Scenes: the "observe-to-learn" series

A select number of places will be reserved for those who want to observe, first-hand, professional directors and designers at work. Special privileges such as observation of rehearsals, design and production meetings, and question-and-answer sessions with the



director/designer are granted to these special interest students. Other *Behind the Scenes* opportunities, such as observation of instructional pedagogy, can be arranged on an individual basis.

## D. PERFORMING ARTS MANAGEMENT

This one-year Advanced Certificate program offers students a unique blend of course work and practicum experience. The course work for the program is concentrated in a three-week intensive period at the beginning of each of the two terms. This is followed by both an internal practicum working in various capacities in the Capilano College Performing Arts Theatre and an external practicum, in which the students will get on-the-job experience working for a professional performing arts organization. The first term begins in mid-August and runs approximately 17 weeks (this may vary depending on the nature of the external practicum). The second term starts in January and also runs about 17 weeks.

### Admission to Full-Time Studies

Students who wish to enter the program on a full-time basis should arrange for an interview by contacting the Visual and Performing Arts Office by the end of March (for August). Prior to the interview, they should forward to the Department their college or university transcripts and/or a resume.

### Admission to Part-Time Studies

Part-time students can apply to register in any of the Performing Arts Management courses. This is particularly suitable for those working in the field who might want to upgrade their skills. This option is subject to the availability of seats in the program and a successful interview. Inquiries and applications are accepted at any time through the year.

### Advanced Certificate in Performing Arts Management Curriculum

30 credits

#### FIRST TERM

THTR 340	Internal Practicum in Performing Arts Management I
THTR 342	Management Seminar and External Practicum I
THTR 344	Computer Applications in Performing Arts Administration

THTR 345	Public Relations, Marketing and Promotion
THTR 346	Organizational Structures in the Performing Arts

#### SECOND TERM

THTR 341	Internal Practicum in Performing Arts Management II
THTR 343	Management Seminar and External Practicum II
THTR 347	Financial Management for the Performing Arts
THTR 348	Arts Advocacy, Grantsmanship and Fundraising
THTR 349	Company and Tour Management

#### Fees

Fees for 1998/99 are estimated at \$75 per credit.

## WOMEN'S STUDIES

### Instructional Faculty

M. DENIKE, B.A. (Hons) (SFU), M.A. (UBC), Ph.D. (York)
N. GAYLE, B.A. (York), M.A. (Western), Ph.D. (UBC)
R. HAWRYLKO, B.A. (Hunter), M.A. (SFU)
O. KEMPO, B.A. (Alberta), M.A., Ph.D. (UBC)
P. LECOUEUR, B.Sc., M.Sc., (Auckland), Ph.D. (Calif.)
M. LEGATES, B.A. (Wash), M.A., M.Phil., Ph.D. (Yale)
K. LIND, B.A., M.A. (UBC)
S. MOE, B.A., M.A. (Mexico)
D. NEAVE, B.A. (Hons) (Manchester), M.A. (UVic)
M. NIA, B.A. (Hons) (Tehran), M.A. (York)
P. SINGER, B.A. (Sir George Williams), M.F.A. (Concordia)
M. YASERI, B.A. (Hons) (Thames), M.A. (Saskatchewan)

### University Transfer Credit

Students who wish to pursue further courses in Women's Studies are advised that UBC, SFU and UVic have programs in Women's Studies. Please refer to the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

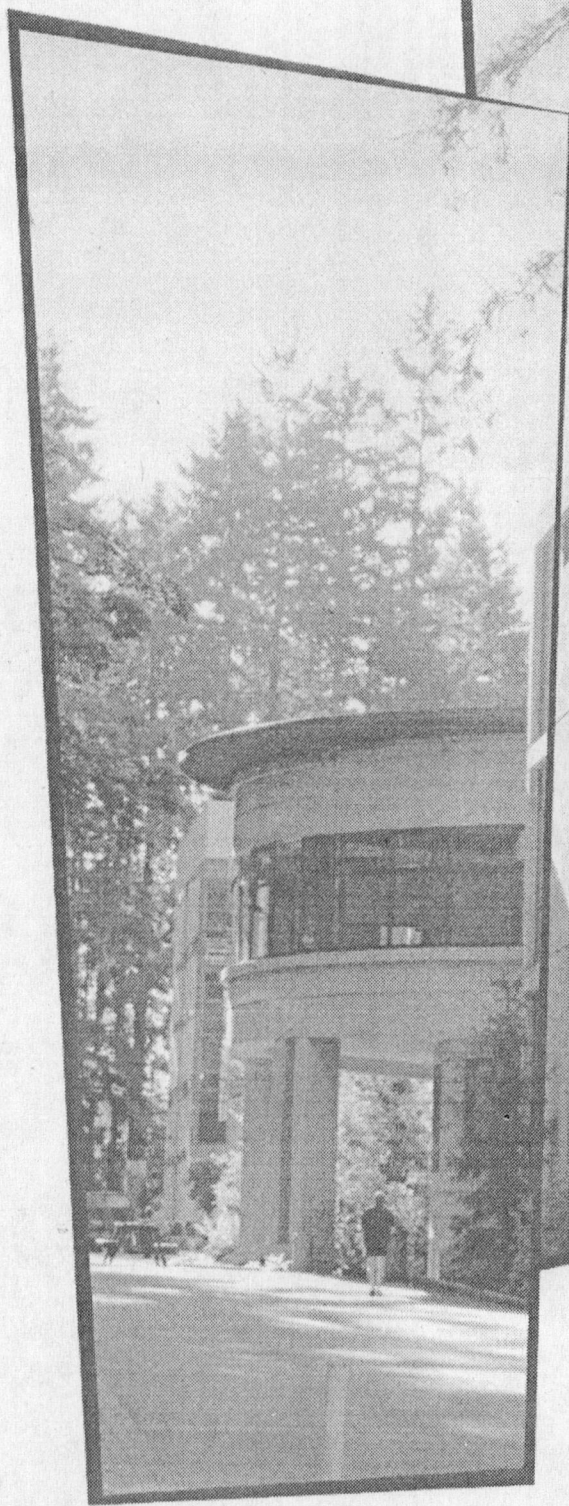
## **Courses**

- WMST 100 — Introduction to Women's Studies
- WMST 102 — Political Economy of Women
- WMST 104 — Contemporary English-Canadian  
Women Writers
- WMST 106 — Contemporary American Women  
Writers
- WMST 110 — Women and Psychology
- WMST 113 — Women in Politics
- WMST 122 — Women in Anthropology
- WMST 130 — Women and Art
- WMST 140 — Women, Science and Technology
- WMST 220 — Women and the Past: An Historical  
Survey

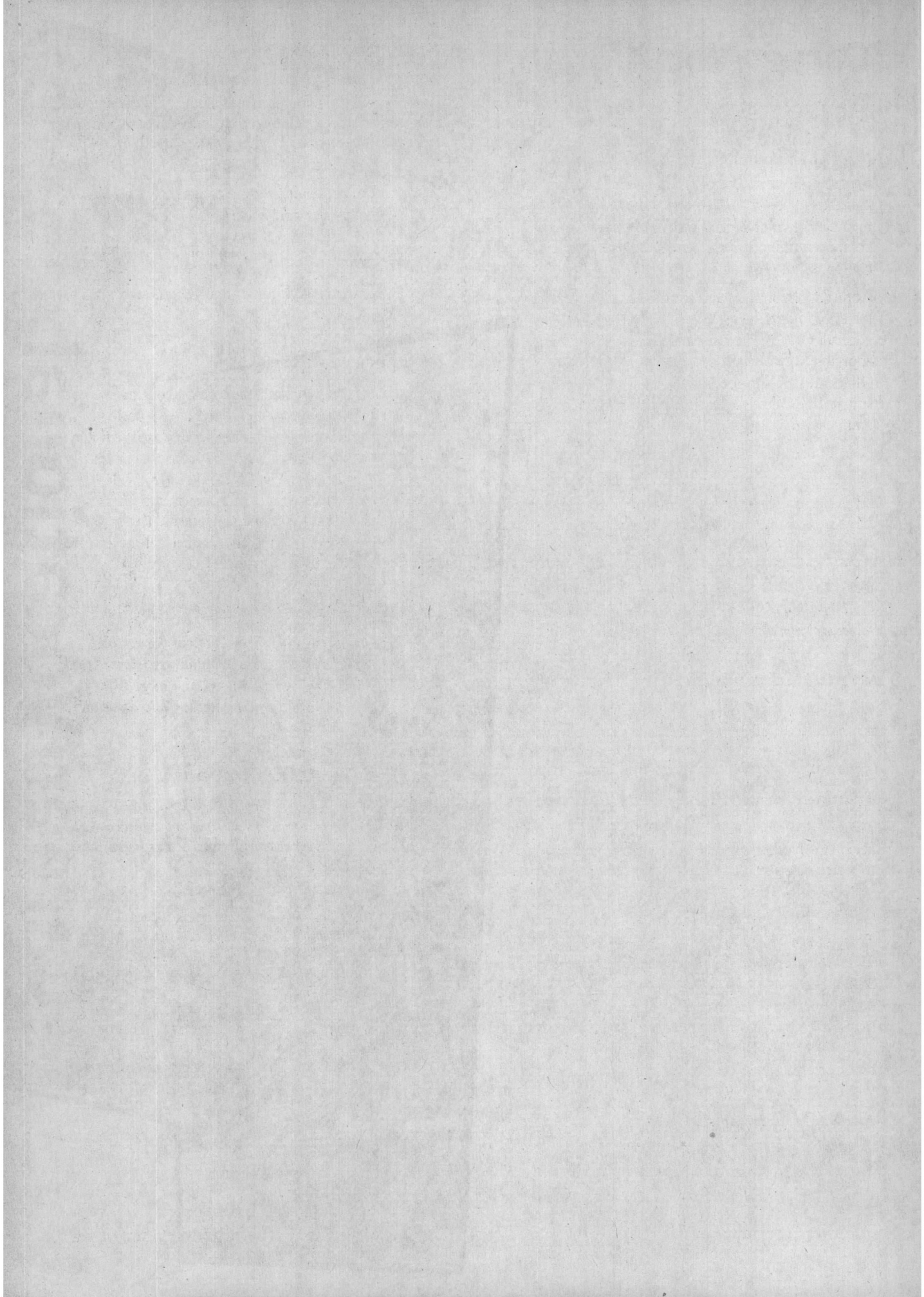




# Career/Vocational







# Career/Vocational Programs

Capilano College offers a variety of employment-related programs. The programs offered are under constant review to make certain that students are taught the latest techniques and skills. Advisory committees, composed of employers, review and recommend content of all programs.

Admission is limited and applicants are considered on the criteria established for each program area. In general, Grade 12 standing is required for students applying to two year Diploma Programs, although others may be admitted on the basis of their experience and abilities. Due to the timely nature of these programs, requirements and profiles may change.

Contact the individual program areas for current information.

*All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts and other written materials, and the instructor's spoken words, and must be able to write assignments in correct English. Students who are not sure their English is good enough should talk to the instructor or an advisor before taking the course.*

## Graduate Employment

Employment opportunities for graduates are excellent; however, the College does not guarantee jobs for its graduates.

## Transfer to and from Other Institutions

There is agreement among all public B.C. Colleges to accept each other's credits upon transfer, if applicable, to a program given at the admitting college, and given suitable equivalency. Capilano College reserves the right to review individual course credits.

Transfer credits are granted to students ON ADMISSION for acceptable work done at other institutions. Students wishing transfer credit should present suitable documentation to the Registrar's office for consideration. Full information on transfer of specific courses is available from the advisors, counsellors and in the program area.

## Admission Dates

Enrolment is limited due to space and equipment limitations. Consequently, those students who contemplate entrance are encouraged to apply early. Applicants may be required to have an interview with the Program Coordinator prior to admission.

Unsuccessful applicants should contact an advisor to determine an appropriate educational alternative.

## Practicums

For some practicums, students may be required to have a Criminal Records check.

## Co-operative Education

Some Career programs include a co-op education option. Co-operative education integrates a period of classroom learning with periods of work experience to enable students to apply their knowledge and skills. Students alternate periods of full-time study with periods of paid employment in business, industry, government and non-profit organizations. The goal is to develop high calibre graduates, better able to assume productive jobs.

## Student Course and Work Load

Full-time programs are designed so that successful completion is a full-time task. Students are advised not to undertake other activities that require large time commitments, including employment, while undertaking full-time studies.

## Degree Completion Options

Opportunities for degree completion through the Open University of British Columbia are available to students who have finished diplomas at Capilano College in the following areas:

Business Administration (Bachelor of Business Administration)

Jazz Studies (Bachelor of Jazz Studies)

Music Therapy (Bachelor of Music Therapy)

Outdoor Recreation Management (Bachelor of Tourism Management)

Tourism Management Co-op (Bachelor of Tourism Management)

For more information, please contact Open University's Education Information Services at (604) 431-3300 or 1-800-663-9711.



## ACCOUNTING ASSISTANT PROGRAM

*This program is presently under review and the detailed listing of courses and course content may be changed by the time the program is offered in September 1999.*

### Instructional Faculty

- D. BLANEY, I.D. (UBC), C.P.S., M.Ed. (SFU)  
 M. CRAGG, B.A. Law (Durham), Teaching Cert. (UBC)  
 C. CRAM, B.A., M.A., Prof. Teaching Certificate, (U. of T.)  
 L. CROWE, B.Sc. (U of Conn.) M.B.A. (N. Eastern Univ.)  
 M. GIOVANNETTI, B.S.A. (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., M.A. (TESL) (SFU)  
 S. GREENAWAY, B.Com. (UBC), C.A.  
 C. GRIEVES, B.Ed., Sec. (UBC)  
 S. HORN, I.D. (UBC), M.Ed. (SFU)  
 B. SMITH, B.A., Prof. Teaching Cert. (UBC), TESL Cert.  
 K. VICKARS, B.Ed., Lic.Acct. (UBC), C.G.A.  
 G. WAUGH, B.A. (Reading), M.A. (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist  
 A. WHITE, Instructor

### Support Staff

- Lisa Larkins, Clerk Typist  
 Faye Ulker, Clerk Typist  
 Wendy Weberg, Divisional Assistant

### Career Opportunities

The Accounting Assistant program provides students with an understanding of both manual and computer accounting systems and the ability to apply this knowledge to business situations. Students are introduced to other computer applications and general office procedures.

Graduates are finding employment as accounting assistants, accounts receivable and accounts payable clerks, and full-charge accountants for small and medium sized firms. In addition, graduates of this program may ladder into the Business Administration program to take more advanced financial courses, leading towards a degree and/or a professional accounting designation.

## The Program

The Accounting Assistant program is a full-time, ten-month program offered from September to June. This program provides students with training in manual and computerized accounting, general office procedures, and computer applications. A two-week work practicum is included in this training program.

E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

### Admission Requirements

- Completion of Grade 12 or equivalent or mature student status

### Program Content

FIRST TERM		Credits
OTEC 111	Business English I	3.0
OTEC 115	Business Systems and Procedures	3.0
OTEC 117	Accounting Procedures I	3.0
OTEC 146	Microcomputer Applications I	<u>6.0</u>
		15.0

*NB: Students must achieve a minimum of a B grade in OTEC 117 to continue in this program.*

SECOND TERM		Credits
OTEC 140	Accounting Administrative Procedures	1.5
OTEC 149	Microcomputer Math and Business Applications	3.0
OTEC 212	Business English II or	
OTEC 211	Business Writing	3.0
OTEC 217	Accounting Procedures II	3.0
OTEC 218	Accounting-Comprehensive Project	1.5
OTEC 252	Organizational Behaviour	<u>3.0</u>
		15.0

THIRD TERM		Credits
OTEC 219	Microcomputer Accounting	4.5
OTEC 300	Directed Work Experience	<u>1.5</u>
		6.0

Certificate Requirements: **36.0**

## ACCOUNTING SUPPORT PROGRAM

### Instructional Faculty

- D. BLANEY, I.D. (UBC), C.P.S., M.Ed. (SFU)  
 M. CRAGG, B.A. Law (Durham), Teaching Cert. (UBC)  
 L. CROWE, B.Sc. (U of Conn.) M.B.A. (N. Eastern Univ.)

M. GIOVANNETTI, B.S.A. (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., M.A. (TESL) (SFU)  
 S. GREENAWAY, B.Com. (UBC), C.A.  
 C. GRIEVES, B.Ed., Sec. (UBC)  
 S. HORN, I.D. (UBC), M.Ed. (SFU)  
 B. SMITH, B.A., Prof. Teaching Cert. (UBC), TESL Cert.  
 K. VICKARS, B.Ed., Lic.Acct. (UBC), C.G.A.  
 G. WAUGH, B.A. (Reading), M.A. (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist  
 A. WHITE, Instructor

#### Support Staff

Lisa Larkins, Clerk Typist  
 Faye Ulker, Clerk Typist  
 Wendy Weberg, Divisional Assistant

### The Program

The Accounting Support program is a full-time, six-month program offered from January to June. This program provides training in manual and computerized accounting, general office procedures and computer applications. The Accounting Support program also includes a two-week supervised practicum.

E-mail: [abr@capcollege.bc.ca](mailto:abr@capcollege.bc.ca)

### Career Opportunities

Graduates are finding employment as accounting assistants, accounts receivable and accounts payable clerks, and full-charge accountants for small and medium sized firms. In addition, graduates of this program may ladder into the Business Administration program to take more advanced financial courses, leading towards a degree and/or a professional accounting designation.

### Admission Requirements

- Completion of Grade 12 or equivalent or mature student status

### Program Content

<i>FIRST TERM</i>		<i>Credits</i>
OTEC 113	Business English and Communications	4.5
OTEC 115	Business Systems and Procedures	3.0
OTEC 117	Accounting Procedures I	3.0
OTEC 123	Word Processing Procedures	4.5
OTEC 217	Accounting Procedures II	3.0
OTEC 245	Introductory Microcomputer Applications	<u>1.5</u>
		19.5

**Note:** Students must achieve a minimum of a B grade in OTEC 117 to continue with this program.

### SECOND TERM

*Credits*

OTEC 215	Computerized Accounting	3.0
OTEC 217	Accounting Procedures II (continued from first term)	
OTEC 218	Accounting Comprehensive Project	1.5
OTEC 300	Directed Work Experience I	<u>1.5</u>
		6.0
<b>Total Program Credits:</b>		<b>25.5</b>

## ADMINISTRATIVE ASSISTANT PROGRAM

#### Instructional Faculty

D. BLANEY, I.D. (UBC), C.P.S., M.Ed. (SFU)  
 M. CRAGG, B.A. Law (Durham), Teaching Cert. (UBC)  
 C. CRAM, B.A., M.A., Prof. Teaching Certificate, (U. of T.)  
 M. GIOVANNETTI, B.S.A. (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., M.A. (TESL) (SFU)  
 S. GREENAWAY, B.Com. (UBC), C.A.  
 C. GRIEVES, B.Ed., Sec. (UBC)  
 S. HORN, I.D. (UBC), M.Ed. (SFU)  
 B. SMITH, B.A., Prof. Teaching Cert. (UBC), TESL Cert.  
 K. VICKARS, B.Ed., Lic.Acct. (UBC), C.G.A.  
 G. WAUGH, B.A. (Reading), M.A. (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist  
 A. WHITE, Instructor/Lab Supervisor

#### Support Staff

Lisa Larkins, Clerk Typist  
 Faye Ulker, Clerk Typist  
 Wendy Weberg, Divisional Assistant

### Career Opportunities.

The Administrative Assistant in today's office provides a high level of technological and administrative support to management. Graduates of this program are finding employment in a wide range of technological support positions including administrative and executive assistants, office managers, and computer applications trainers.

### The Program

The Administrative Assistant program is a full-time, ten-month program offered from September to June.



This program provides students with training in English grammar and composition skills, interpersonal skills, computer applications and much more. A valuable component of the training that students in this program receive is a two-week practicum in a business organization.

E-mail: [abr@capcollege.bc.ca](mailto:abr@capcollege.bc.ca)

## Admission Requirements

- Completion of Grade 12 or equivalent or mature student status

## Program Content

<i>FIRST TERM</i>		<i>Credits</i>
OTEC 111	Business English I	3.0
OTEC 115	Business Systems and Procedures	3.0
OTEC 117	Accounting Procedures I	3.0
OTEC 146	Microcomputer Applications I	<u>6.0</u>
		15.0

**Note:** Students who do not achieve a minimum of a C in OTEC 111 and OTEC 146 must receive written permission from the program convenor to be able to continue in the program.

<i>SECOND TERM</i>		<i>Credits</i>
OTEC 147	Microcomputer Applications II	4.5
OTEC 148	Administrative Applications	3.0
OTEC 211	Business Writing	3.0
OTEC 235	Document Transcription	1.5
OTEC 252	Organizational Behaviour	3.0
OTEC 300	Directed Work Experience	<u>1.5</u>
		16.5

<i>THIRD TERM</i>		<i>Credits</i>
OTEC 233	Document Design	3.0
OTEC 253	Human Resource Management Skills	<u>1.5</u>
		4.5

Certificate Requirements: 36.0

## APPLIED INFORMATION TECHNOLOGY (INFOTEC) PROGRAM

### Instructional Faculty

M. ANDERSON, Dip. Emily Carr College of Art & Design  
 M. BATTERSBY, B.A. (NYU), PH.D. (UBC)  
 B. CALVERT, B.A. (Sask)  
 S. KARMALI  
 C. KILIAN, B.A. (Columbia), M.A. (SFU)

### Career/Vocational

M. L'HEUREUX, B.A. (Concordia),

Dip. Infotec (Capilano)

A. LOREK, B.A., M.L.S. (McGill)

D. RANKIN, B.F.A. (SFU)

D. TAIT

L. WU, Dip. Commercial Mus. (Capilano)

**Convenors:** Lawrence Wu (Program Convenor),

Doug Tait (Convenor)

**Lab Supervisors:** Lawrence Wu/David Rankin/ Matt Anderson

**Staff:** Cathy Cole, 984-1727

## General Information

During the last decade, our society and economy have rapidly become information- and communication-based. Within business, industry, and government the capability to effectively deal with information has become an important factor in maintaining a competitive edge.

As we approach the 21st century, it becomes increasingly obvious that individuals will need to control their own access to information. The use of microcomputers and network systems has become an integral part of the new wave of western development.

The Infotec program will identify issues facing the new communicators and will train students in the skills to acquire, select, organize and communicate that information using the latest in interactive computer technology and telecommunications.

Through an intensive hands-on immersion into the world of electronic communications, students will become capable handlers of the technology, with advanced research and critical thinking skills, and increased sophistication in interactive computer communications.

E-mail: [infotec@capcollege.bc.ca](mailto:infotec@capcollege.bc.ca)

## Admission Requirements

- Grade 12 graduation or equivalent with English 12
- College entrance level English
- Computer literacy and a modest keyboarding rate
- Personal interview

**Note:** Applications for Admission, together with official transcripts and other pertinent documents must be submitted to Admissions, Registrar's Office.

## Special Fees and Expenses

- Personal computer system capable of performing tasks required in this program. (See program brochure for further information)

- Texts, software, disks, cartridges
- BBS online fees/program fees

## Important Note

This is a general view of the Infotec program. While we have made every effort to describe courses and requirements accurately as of Fall 1998, we work in a rapidly changing field; new releases in hardware and software may require changes in course content, credit and scheduling, and required equipment.

## DIPLOMA PROGRAM

The Diploma program is a 10-month, full-time program with a class limit of 20 students. *Please contact the Infotec Department for application details and program information.*

### Diploma Program Profile

#### FIRST TERM—Foundation

#### Credits

#### September 8 – December 18, 1998

CMNS 125	Communication Theory	1.5
CMNS 145	Computer Writing	CIP*
GRPH 141	Graphics II	1.5
INFO 150	Contemporary Issues I	1.5
INFO 151	Interactive Communications I	1.5
INFO 154	Electronic Research Methods	1.5
INFO 166	Applied Telecommunications	1.5
INFO 167	Systems, Tools, Utilities	1.5
PHIL 170	Critical Thinking I	1.5

#### November, December

CMNS 145	Computer Writing	3.0
GRPH 140	Graphics I	1.5
GRPH 142	Graphics III	1.5
INFO 145	Internet Tools and Techniques	1.5
INFO 156	Technical Support: Foundation	1.5
INFO 161	Project Management	1.5
MDIA 142	Computer Managed Learning and Training I	1.5

#### SECOND TERM—Exploration

#### Credits

#### January 4 – April 23, 1999

INFO 148	Time-Based Data Integration II	CIP*
INFO 155	Interactive Communications II	1.5
INFO 171	Applied Production Management	CIP*
INFO 172	Technical Support: Concentration	CIP*
INFO 177	Professional Development	CIP*
INFO 180	Computer Mediated Communications	3.0
INFO 185	3D Production for Multimedia	1.5
MUS. 090	Digitized Sound I	1.5

## March, April

GRPH 143	Advanced Graphics IV	0.75
INFO 148	Time-Based Data Integration	1.5
INFO 158	Interactive Communications III	1.5
INFO 160	Self-Marketing	1.5
INFO 171	Applied Production Management	1.5
INFO 172	Technical Support: Concentration	3.0
INFO 177	Professional Development	CIP*
INFO 180	Computer Mediated Communications	3.0
INFO 186	Intro. to Database Technology	0.75

## THIRD TERM — Professional Development

### May 3 – June 25, 1999

INFO 173	Technical Support: Augmentation	1.5
INFO 177	Professional Development	4.5
INFO 182	Cross Platform Development	1.5
INFO 184	Portfolio Presentation	0.75
INFO 191	CD-ROM Mastering	0.75

(Nine credits awarded for pre/postgraduate work or experience)

\*CIP Course in progress.

## BUSINESS ADMINISTRATION PROGRAMS

- A. BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE COMPLETION PROGRAM
- B. BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION DIPLOMA PROGRAM
- C. BUSINESS ADMINISTRATION - ADVANCED DIPLOMA PROGRAM
- D. BUSINESS COMPUTING CO-OPERATIVE DIPLOMA PROGRAM (BCOP)
- E. DIPLOMA PROGRAMS - TWO YEAR - FULL TIME STUDIES
- F. ACCELERATED BUSINESS ADMINISTRATION DIPLOMA PROGRAMS
  - Accelerated General Management
  - Accelerated Accounting Management
  - Accelerated Marketing Management
- G. ACCELERATED COMPUTER SYSTEMS MANAGEMENT (ACSM) PROGRAM



**H. PROFESSIONAL ACCOUNTING  
TRANSFER PACKAGE**

**I. CERTIFIED FINANCIAL PLANNER<sup>TM</sup>  
PROGRAM**

**J. RETAIL MARKETING CO-OP  
CERTIFICATE PROGRAM**

**K. EVENING CERTIFICATE PROGRAMS**

- Business Administration Certificate
- Advanced Business Administration Certificate
- Business Computing Certificate

**L. LOCAL GOVERNMENT  
ADMINISTRATION PROFESSIONAL  
CERTIFICATE PROGRAM**

**M. INTERNATIONAL BUSINESS PROGRAM**

**N. NETWORK SPECIALIST CERTIFICATE  
PROGRAM**

Department Chair: J.D. Loblaw

*Instructional Faculty*

D. BASHAM, D.M.A.T.P.  
R. BELL, B.A. (WLU), Dip. Ed. (Ont. C.E.), CGA  
J.S. BROWNLEE-BAKER, BBA (SFU), MBA  
(Asia Pacific International Institute)  
B. CAMPBELL, (Seneca), CNI  
A. CARTER, B.Sc., M.B.A. (U of A, City U), CNA  
G. FANE, Dip. Tech., B.Sc., M.B.A., C.M.A. (BCIT,  
City U., UBC)  
G. FARRELL, MBA, CMA, FCMA (SFU)  
D. GOODWIN, M.B.A.  
F. GRUEN, B.Mgt. Eng., M.A.Sc. (RPI, Waterloo)  
C. HILL, B.A. (Santa Clara)  
P. HOLDEN, B.A., L.L.B., M.B.A. (UBC, U. of  
Ottawa, UBC)  
S. IBARAKI, ISP, CNI, CNE, MSSB, BETATEAM,  
NETeam, DpSc (CIPS, NOVELL, MICROSOFT,  
IBM, OUC)  
W. INGLIS, B.A., Dip. Mktg. (UBC, U. Montreal)  
W. INKSTER, C.G.A., (Canada), ACSM (Capilano),  
CNI  
C. KILIAN, B.A., M.A. (SFU)  
J.D. LOBLAW, B.A. (U of T)  
R. LONGWORTH, B.Sc., M.Ed. (Concordia, St.  
Michaels) I.S.P.  
J. MAGEE, B.Sc., Dip. P.A., ACSM, CNE (U of G,  
UVic, Capilano)  
J. MAY, B. Comm. (UBC) CA  
R. MCBLANE, B.Ed., M.Ed. (Uof A)  
C. MCKIE, B.Comm., M.B.A., P.T.C. (UBC, City Univ.)  
L. MICHAELS, B.Sc., B.Ed., M.Ed. (U of A)

L.E. MILNER, M.B.A., CGA  
B. MOSELEY, B.A., M.B.A. (Univ. of Cal)  
R.C. NICHOLS, B.Comm., C.M.A. (U of A)  
R. O'CONNOR, B.Admin. (Ryerson), I.S.P.  
D. O'LEARY, B.A. Ed. (Memorial), Dip. Adult Ed.  
(Alberta), M. Ed. (UBC)  
J. PENDYGRASSE, B.Sc., Teacher's Cert. (N.Dakota)  
H. PLUME, CMA, ACSM (Capilano)  
J. SARREAL, B.Sc., M.Sc., Ph.D., ACSM, (U. of  
Philippines, U. of Florida, N. Carolina U., Capilano)  
D. SAUER, B.A., M.B.A. (SFU, UBC)  
G. SIMON, B.Sc., M.Sc. (UBC)  
M. SPENCE, B.Sc., L.L.B.  
M. TAYLOR, B.Sc. (U of A)  
L. TEETZEL, B.Comm. (UBC), MPA (Queens)  
M. VAN HORN, B.Ed. (U of A), ACSM (Capilano)  
A.H. VICK, B.Comm. (UBC)  
K. VICKARS, B.Ed., Lic. Acct. (UBC), C.G.A.  
A. WATSON, B.A. (U of C), AIBC, M.B.A. (Asia  
Pacific International Institute)  
G. WAUGH, B.A., M.A. - Reading, (UBC)  
R. WEIZEL, BPE., B.Comm. (U of M), MBA  
(McMaster), CMA  
J. WILSON, B.Comm., C.A. (UBC)  
R. WILSON, B.Comm. (UBC)  
H.B. YACKNESS, B.Comm., M.B.A., C.A. (SFU)

*Support Staff*

Carmen Orton, Div. Assistant  
Nancy Findlater, Receptionist  
Arlene Miller, Clerical Assistant  
Jillian Feist, Co-op Assistant

**General Information**

The Department of Business Administration at Capilano College stresses a balanced combination of classroom learning and hands-on business education. All of our faculty have first hand business experience and remain active in their specialties.

We continually review and update our programs according to market needs so that our graduates have the skills employers demand. A recent review of our programs by our Advisory Board, graduates, students and faculty led us to accentuate our training in problem-solving, written and verbal business presentations, and team work. This gives our graduates an edge in today's highly competitive job market, and gives them the expertise to succeed in the workplace of the future. Our graduates proceed to occupations such as:

- Accountant
- Advertising Account Manager
- Computer Programmer
- Entrepreneur
- Event Producer

- Financial Analyst
- Financial Planner
- Lending Officer
- Network Administrator
- Operations Manager
- Production Manager
- Promotion Manager
- Research Coordinator
- Sales Representative/Sales Manager
- Store Manager/Owner
- Systems Analyst

In the past, many of our graduates have developed careers with large corporations such as Kellogg's, Hershey's, Chevron, I.C.B.C., BBDO Advertising, The Future Shop, Labatt Breweries, Brights Wines, B.C. Tel, and B.C. Hydro. The entrepreneurial skills gained in the program have also led many graduates to administrative jobs in smaller firms. These include Minerva Technologies, Seanix Technology Inc., Western System Controls, Sierra Consulting and many other small and medium sized businesses.

Contact: Telephone: 984-4960, Fax: 984-1734

E-mail: [busadmin@capcollege.bc.ca](mailto:busadmin@capcollege.bc.ca)

website: <http://www.capcollege.bc.ca/badm>

## Admission Requirements

- Grade 12 or equivalent with preference given to a minimum of C+ in English 12 and C in Academic Math 11 or
- Mature student status with successful completion of testing in English and Math skills.
- Submission of the Capilano College Application for Admission, together with official transcripts to Admissions, Registrar's Office.
- Students currently enrolled in Grade 12 will be considered on the basis of interim grades.

Additional program admission requirements are found in the specific program descriptions.

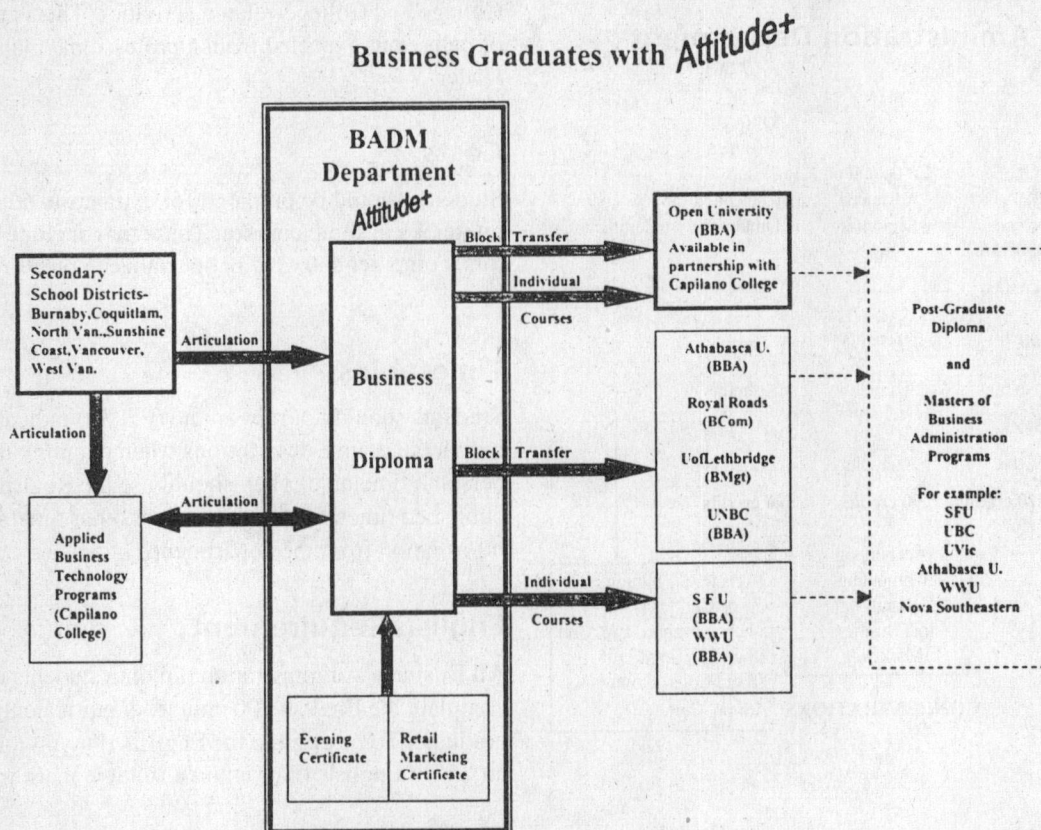
## Articulation Agreements

### Secondary

Formalized agreements have been articulated with the Burnaby, Coquitlam, North Vancouver, Sunshine Coast, Vancouver and West Vancouver school districts whereby:

Students attaining a "B" or better in Financial Accounting 12 or completion of Applied Accounting 12 with a challenge exam will receive dual credit for BFIN 141. Students attaining a "B" or better in Marketing 12 and Business Management 12 will receive dual credit for BMKT 161.

## Articulation Agreements in the Business Administration Department





## University (other than the Open University)

A block transfer agreement of 60 credits exists, for students who have completed the Business Administration diploma program, with the following universities: Royal Roads University, University of Northern B.C., Athabasca University, University of Lethbridge. For further information contact Richard Longworth in the Business Administration department.

## Program Flexibility

Whether you choose part-time or full-time studies in Business Administration, you will be able to accumulate credits toward a certificate, diploma or degree. We have designed our programs to suit your needs as well as the needs of employers. The flexibility of our programs allows you to start with Capilano, build your own educational package today and continue to learn with us in the future. This "laddering" concept proves your education can be adapted to fit your changing environment and those of industry.

The Business Administration Department at Capilano offers a variety of programs from a Bachelor of Business Administration (BBA) degree (in partnership with B.C.'s Open University), to Co-op and Advanced Diplomas, to General Business and Accelerated Diplomas, to numerous certificates. Many courses are transferable from one credential to another, making it easier for students to advance to higher levels.

## Business Administration Department Offerings

	OU BBA Degree Completion	Co-op and/or Advanced Diplomas	General Business and Accelerated Diplomas	Certificates
Level 4	30 credits	—	—	—
Level 3	30 credits	30 credits	—	—
Level 2	Up to 60 Block	30 credits	30 credits	—
Level 1	credits Min. 120 credits	30 credits 90 credits	30 credits 60 credits	↑
Accounting Computing General Mgt. Int'l Business Marketing			30 cr. Retail Mktg. Co-op Cert. 24 cr. Advanced Eve. Cert. 18 cr. Evening Cert. 18 cr. Local Govt. Admin. Cert.	
CONCENTRATIONS				

## Transferability

Students who have already completed degrees or taken other university or college courses may apply to have those credits transferred towards the Capilano College Business Administration programs. To ensure a smooth transition, please provide the Registrar's Office with transcripts and course outlines when you apply. A student must complete at least 50 percent of the program requirements at Capilano College to receive a Capilano College certificate or diploma.

## Prior Learning Assessment (PLA)

The Business Administration Department is committed to the recognition of prior learning. Prior learning assessment (PLA) recognizes demonstrated learning for credits which have been acquired through life or work experiences. You can obtain PLA credits for all first-year courses. For further information contact the PLA Coordinator at Capilano College. There is a fee for PLA assessment equal to the regular course costs.

## Professionalism at Capilano

Our graduates have achieved an excellent reputation based on professional performance and positive attitude. Our classes stress the importance of maintaining that reputation. As future leaders and business administrators, students must be prepared to model appropriate professional behaviour while engaged in College and College-related activities. This is the type of behaviour expected from a professional manager or leader.

## Costs

Students should be prepared for extra costs other than textbooks in some courses. These may include calculators, computer software or specialized course-related kits.

## Timetables

Students should not rely on the (F,S,Su) indicators by individual course descriptions when planning their personal timetable. They should use the Registrar's published timetable for the term or other timetable information from the department.

## English Requirement

All Business Administration diploma students must complete the English 100 course, or equivalent, to graduate. To be eligible for English 100 you must have an 'A' in English 12 or attain a suitable mark in the

Language Proficiency Index (LPI) or the college administered English Diagnostic Test (EDT). See the EDT information in the Registration section in this Calendar. It is preferred that you take the English 100 course in the FIRST TERM or prior to completing your first year as it is a general prerequisite for all second level courses.

### **Accounting/Finance Designations**

Many of the courses offered in the Diploma and Degree programs are transferable to the Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA) accreditation programs. See information included with specific course descriptions and refer to the B.C. Transfer Guide and the Capilano College Transfer Guide form more information.

### **A. BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE COMPLETION PROGRAM (BUSINESS MANAGEMENT)**

Capilano College business diploma graduates have the option of pursuing the Open University's Bachelor of Business Administration (BBA) degree. Through a partnership arrangement, courses required to meet degree requirements are offered at the College. Graduates may be eligible for a transfer of up to 60 credits toward the BBA degree. In addition, most 300 level courses transfer to the Open University for upper level credit.

The block transfer is available to recent graduates. Students who graduated prior to 1991 will have their programs individually reviewed and may need to take additional courses to make up for any deficiencies in the block transfer. Students may also have to make up some courses if they received exemptions in the Capilano College program or do not meet grade requirements as listed below.

To be eligible for the full block transfer of 60 credits toward the Bachelor of Business Administration, graduates must meet the following requirements:

- an appropriate Capilano College business diploma
- a minimum accumulative GPA of 2.67 (70%)
- a minimum grade of 60% for courses in introductory economics and statistics
- completion of specific course requirements within the diploma program

Diploma holders with an overall GPA of less than 2.67 or who have graduated seven or more years ago may

also apply to the Open University for entry into the degree completion program. These students may receive a reduced block transfer.

Degree completion requirements may be met by taking approved business courses at Capilano College, university transfer courses at Capilano College, and/or courses offered by the Open University. All transfer credit is subject to the Open University's transfer credit policies.

For more information, contact the Open University's Education Information Services at (604) 431-3300 or 1-800-663-9711.

### **B. BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION DIPLOMA PROGRAM**

#### **What is Co-operative Education?**

Co-operative (Co-op) Education is a program that integrates classroom study with related on-the-job work experience. On-campus study alternates with periods of paid work experience. The first work term takes place during the May to August term; the second term from January to April.

Cooperative program concentrations include Accounting, Business Computing, General Management, Marketing and Retail Marketing.

#### **What are the benefits of Co-op Education?**

Co-op education is a three-way partnership among students, employers and the College, with benefits for each partner.

#### **The Student**

- Gains up to eight months of valuable work experience.
- Earns a salary to help with educational costs.
- Is exposed to different jobs integrating classroom study with on-the-job experience.
- Develops a network of contacts to enhance future employment possibilities.

#### **The Employer**

- Gains a highly motivated employee with good general and specialized skills.
- Is able to evaluate a co-op student as a potential employee.
- Provides input to the College, helping it to keep current and responsive in today's constantly changing market place.



## The College

- Gains valuable input from business, industry and government that is used to maintain program excellence.

## How are students selected for the Co-op Diploma Program?

Selection of students for the Co-op Diploma program in Accounting, Management or Marketing is based on:

1. Completion of a minimum of first year general business (30 credits). Courses completed at other institutions may be acceptable.
2. A minimum cumulative grade point average of 2.67 calculated on Business Administration program courses.
3. References from two Business Administration instructors.
4. An interview with the Co-op Education Placement Officer.

Selection is competitive and space in the Co-op program is limited.

## What is the Co-op time pattern?

The Co-op Diploma program takes 22 months to complete. It commences in September and includes two work terms and four academic terms. The table below shows the sequence of study and work periods:

Academic Term 1	Academic Term 2	Work Term 1
Sept-Dec (4 mos.)	Jan-Apr (4 mos.)	May-Aug (4 mos.)
Academic Term 3	Work Term 2	Academic Term 4
Sep-Dec (4 mos.)	Jan-Apr (4 mos.)	May-June (2 mos.)

## What happens after a student is admitted to the Co-op Diploma Program?

Students admitted to the Co-op Diploma program in September will be eligible to participate in a work placement the following summer (May to August). Prior to registering in a work term, students must:

1. Attend the pre-employment seminar series offered by the Co-op Education office.
2. Maintain a minimum of 2.67 GPA.
3. Have completed 60 credits in the Business Administration program including the following prerequisites:

### Accounting Option

BFIN 249  
BFIN 341  
BFIN 342

### Marketing Option

BMKT 161  
BMKT 261  
BMKT 263

### General Management Option

BFIN 244

Obtaining a Co-op work placement is a joint effort by the students and the Co-op Education office. Admission to the Co-op diploma program does not guarantee work placement. Every effort is made to secure placements for eligible Co-op students.

## What else must be done to become eligible for the Co-op diploma?

To assure timely completion of the requirements for the Co-op diploma, students will follow the course sequence outlined in the Co-op Diploma Planning Guide, available from the Co-op Education Office. Upon completion of the Business Administration Co-op option, students are eligible to receive a Business Administration Diploma in their option area (Accounting, Management, Marketing or Retail Marketing) with *Co-op designation*.

## How to Apply

Students apply to the Co-op program after completion of the first 30 credits of the Business Administration program.

For more information or to request an application kit contact:

Business Administration Department  
Co-op Education Office  
Cedar Building, Office 311 or 342  
Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Dave O'Leary, Co-op Coordinator  
Tel: (604) 984-1735  
Fax: (604) 984-1734  
E-mail: [doleary@capcollege.bc.ca](mailto:doleary@capcollege.bc.ca)

Jillian Feist, Co-op Assistant  
Tel: (604) 983-7557  
Fax: (604) 984-1734  
E-mail: [jfeist@capcollege.bc.ca](mailto:jfeist@capcollege.bc.ca)  
Internet: <http://www.capcollege.bc.ca/co-op/>

## C. BUSINESS ADMINISTRATION — ADVANCED DIPLOMA PROGRAM

Students wanting more concentrated business knowledge may complete the Advanced Business Diploma.

You will establish your area of specialization and gain specific training pertinent to management practices in General Management, Accounting, Marketing or International Business.

An Advanced Diploma requires 30 credits in addition to a Business Administration Diploma. To obtain an Advanced Diploma you must complete the courses identified below and an appropriate number of electives for a total of 30 credits.

Electives offered in this program can be any business course or any course required to complete the Bachelor's Degree (BBA). If you also plan to pursue the Business Administration Degree, you should carefully choose your electives to fit the Open University requirements. Contact the appropriate degree completion convenor in the Business Administration Department at Capilano College or the Open University Business Advisor.

### **Courses required for all Advanced Diplomas**

		<i>Credits</i>
BADM 304	Business Policy	3.0
IBUS 334	Communication, Culture and International Business	<u>3.0</u>
		<b>6.0</b>

### **General Management Advanced Diploma**

		<i>Credits</i>
BFIN 244	Managerial Accounting	3.0
BADM 302	Human Resource Management	3.0
BADM 301	Operations Management	3.0
	Plus two approved electives	6.0
	Plus three additional electives	<u>9.0</u>
		<b>24.0</b>

### **Advanced Accounting Diploma**

Required:

BFIN 142	Financial Accounting I	3.0
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Plus any six of the following courses, at least four of which must be taken in Year 3:

BFIN 341	Cost Accounting I	3.0
BFIN 342	Cost Accounting II	3.0
BFIN 346	Financial Accounting II	3.0
BFIN 347	Financial Accounting III	3.0
BFIN 249	Accounting Microcomputer Applications	3.0
BFIN 350	Advanced Financial Management	3.0
BFIN 351	Taxation	3.0
	Plus one elective	3.0

### **Advanced Marketing Diploma**

Required:

BMKT 261	Advertising	3.0
BMKT 263	Professional Selling Skills	3.0

BMKT 360	Marketing Research	<u>3.0</u>
		<b>9.0</b>

Plus any three of the following courses:

BMKT 362	Event Marketing & Management	3.0
BMKT 364	Consumer Behaviour	3.0
BMKT 365	Marketing Strategies & Decision Making	3.0
BMKT 367	Promotion Strategy & Analysis	3.0
IBUS 357	International Marketing	3.0
	Plus two electives	6.0

**Note:** At least four of the six marketing courses must be taken in year three.

### **Advanced International Business Diploma**

Capilano College Business students who have a Capilano Business diploma (60 credits) or equivalent can qualify for the Advanced Diploma in International Business by completing the following courses:

	<i>Required</i>	<i>Credits</i>
IBUS 321	International Business	3.0
IBUS 334	Communication, Culture and International Business	3.0
IBUS 340	International Trade Law	3.0
IBUS 357	International Marketing	3.0
IBUS 399	International Trade Opportunities	3.0

	Academic elective	3.0
	Academic elective	3.0
	Business electives	<u>9.0</u>
		<b>30.0</b>

### **A Second Option For Advanced Diplomas**

You may complete a second option for any Advanced Business Administration Diploma in the following ways:

1. Complete the Core courses required for all advanced diplomas, plus all the courses required as requisites for both options requested\*. Indicate on your Request for Evaluation Form, that you wish to be evaluated for two options, and state what the options are. If you have successfully completed all courses, your diploma will then read: "Business Administration Advanced Diploma". Both options you have completed will be listed immediately below. In addition, your permanent student record and transcript will bear this information.
2. Complete an Advanced Diploma. At a subsequent time, you decide to complete the additional courses (minimum 15 credits) in another option. You complete these courses, then submit your Request for Evaluation together with your original diploma.



Your diploma will then be reissued to read: "Business Administration Advanced Diploma". The options completed will be listed immediately below, for example: "Accounting and Marketing Options."

\* You must complete at least 15 additional credits for the second option.

## D. BUSINESS COMPUTING CO-OPERATIVE DIPLOMA PROGRAM (BCOP)

This three-year program combines cooperative workplace practicums with an innovative curriculum that starts with the first year of the regular Business Diploma program. Job placements for qualifying students are full-time for a four-month term and are made through arrangements between the College and employers. Students, in their second and third years, work closely with an advisor to gain the best possible placement. Upon completion of their four academic terms and two work terms, graduates receive a Business Diploma with Co-op designation.

### Career Opportunities

With the comprehensive training provided, graduates will secure positions as system analysts, programmers, computer network administrators, and computer user support.

Contact: Dave O'Leary, Co-op Coordinator  
Tel: (604) 984-1735

### Program Content

Prerequisite: First Year Business Administration Diploma Program or equivalent

TERM 1 — FALL			Credits
BCOP 131	Introduction to Programming & Programming Logic		3.0
BCOP 171	The Developmental Tools of Information Systems		3.0
BCOP 204	Business Computing III		3.0
BCOP 206	Accounting for Managers		3.0
BCOP 215	Network I		<u>3.0</u>
			15.0
TERM 2 — SPRING			Credits
BCOP 214	Business Computing IV		3.0
BCOP 305	Network II		3.0
BCOP 231	Data Management		3.0
CMPT 184	Visual Basic		3.0
CMPT 189	Introduction to a Third Generation Language		<u>3.0</u>
			15.0

**\*Plus a series of non-credit seminars on employment orientation.**

TERM 3 — SUMMER		Credits
BADM 299	Co-op Placement I	<u>3.0</u>
		3.0

TERM 4 — FALL		
BCOP 205	Applied Statistics for Business	3.0
BCOP 304	Business Computing V	3.0
BCOP 306	C + + Level I	3.0
CMPT 230	Operating Systems	3.0
CMPT 289	Systems Implementation	<u>3.0</u>
		15.0

TERM 5 — SPRING		Credits
BADM 399	Co-op Placement II	<u>3.0</u>
		3.0

TERM 6 — SUMMER		
BADM 304	Business Policy	3.0
BCOP 325	Network III	3.0
BCOP 326	C + + Level II	<u>3.0</u>
		9.0

<b>Total Program Credits</b>	<b>90.0</b>
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In the dynamic world of computing, nothing is static! As a result, we are constantly improving and updating the Business Computing Co-op program in a balanced manner. We strive to blend the mainstream of information processing with the leading edge of the emerging technologies. Therefore, the components of the program and the details of the courses are subject to adjustment.

## E. DIPLOMA PROGRAMS — TWO YEAR — FULL-TIME STUDIES (60 CREDITS)

Students graduating with a Capilano College Diploma will have the skills and knowledge required to be effective managers. Courses are taught by instructors with practical, up-to-date business knowledge. Many of the faculty hold full or part-time positions in their area of specialty. Class sizes are approximately 36 students, and the faculty are in direct contact with all their students. A full-time course load provides a minimum of 20 instructional hours weekly. We suggest at least 40 hours weekly of outside studies and preparation time will be required.

The first year has a common curriculum. In the second year, students may concentrate on a particular area of specialization that will allow them to continue their studies beyond the two-year diploma. This includes the option to obtain a business degree (Bachelor of

Business Administration, [BBA]) at Capilano College through the Open University.

Diploma graduates may also be eligible to obtain up to a 60 credit block transfer toward undergraduate degrees at the following universities: University of Northern B.C., Royal Roads, University of Lethbridge and more. Contact the department for more detailed information.

<b>FIRST YEAR — FALL</b>		<b>Credits</b>
BADM 101	Management	3.0
BADM 106	Organizational Behaviour	3.0
BCPT 121	Business Computing I	3.0
BFIN 141	Accounting*	3.0
ENGL 100	Composition	<u>3.0</u>
		15.0

<b>FIRST YEAR — SPRING</b>		<b>Credits</b>
BADM 102	Quantitative Methods	3.0
BADM 107	Business Law I*	3.0
BCPT 122	Business Computing II	3.0
BMKT 161	Marketing*	3.0
CMNS 220	Advanced Business Writing & Editing	<u>3.0</u>
		15.0

\* Students planning to concentrate their studies in accounting must take BFIN 142 Financial Accounting I in place of BADM 107 Business Law I in the spring term. Business Law (BADM 107) will then be taken in the second year. Students not planning to take BFIN 142 may take Marketing (BMKT 161) in the first term and Accounting (BFIN) in the second term.

**Note:** For the daytime general BADM diploma program: Students must have completed either, all Level 1 courses prior to taking Level 2 courses, or, complete all their Level 1 courses concurrently in the term that they start their Level 2 courses. In special circumstances a prerequisite waiver can be applied.

<b>SECOND YEAR</b>		<b>Credits</b>
BADM 201	Business Systems	3.0
BADM 210	Business Statistics	3.0
BFIN 241	Finance For Managers	3.0
ECON 111	Micro Economics	3.0
	Business Elective	3.0
	Business Elective	3.0
	Business Elective	3.0
	Business Elective	3.0
	Academic Elective	3.0
	Academic Elective	<u>3.0</u>
		30.0
<b>Total Diploma Credits</b>		<b>60.0</b>

## Concentrate Your Studies With Business Electives

The Capilano College Business Diploma allows you to choose courses that interest you. Six of the 10 second-year courses are electives. You can use the electives to concentrate your studies, focus on career goals or broaden your education. No other two-year business diploma program gives you so much flexibility in designing your education. You can use the Business electives to commence specialization in any of these management areas:

- Accounting
- General Management
- Marketing
- Computing
- Finance
- International Business

The following is a partial list of Business elective courses. Students planning to continue their studies beyond the two-year Diploma should consult a coordinator to ensure they choose the appropriate electives.

		<b>Credits</b>
BADM 301	Operations Management	3.0
BADM 302	Human Resource Management	3.0
BADM 303	Industrial Relations	3.0
BADM 304	Business Policy	3.0
BADM 310	Quantitative Methods III	3.0
BCPT 221	Business Computing Presentation Graphics	3.0
BFIN 142	Financial Accounting I	3.0
BFIN 341	Cost Accounting I	3.0
BFIN 351	Taxation	3.0
BFIN 342	Cost Accounting II	3.0
BFIN 350	Advanced Financial Management	3.0
BMKT 261	Advertising	3.0
BMKT 263	Professional Selling Skills	3.0
BMKT 360	Marketing Research	3.0
BMKT 364	Consumer Behaviour	3.0
BMKT 365	Marketing Strategies	3.0
IBUS 321	International Business	3.0

We strongly recommend that the two general electives (non-business) be university transfer courses from Capilano. Students should consider courses in Geography, Economics, Sociology or any language course other than English 100; however, most non-business courses at or above the 100 level will be acceptable. Students should check with a coordinator to be sure. Students considering the option of obtaining the Open University's BBA degree should choose courses that carry transfer credit to the Open University. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for more information.



Calculus is a requirement in the Bachelor of Business Administration (BBA) degree; therefore it is recommended that you take MATH 107 Pre-Calculus for Business and Social Sciences as a general elective in your second year, if you have not obtained at least a "C" grade in MATH 12.

## F. ACCELERATED BUSINESS ADMINISTRATION DIPLOMA PROGRAMS

These 12-month programs are designed to offer business training for mature students. Students have the opportunity to gain a clear understanding of business principles and to refine and add to the on-the-job experience they have previously acquired.

A unique feature of the Accelerated Business Administration Diploma is the credit given for work experience through the Prior Learning Assessment (PLA) process. (For complete details refer to the PLA section under General Information — Admissions section in this Calendar). For a diploma, students must attain 60 credits, of which up to nine PLA credits are assigned for a minimum work experience of seven years. The remaining credits are earned from satisfactory completion of Business Administration courses. Students who do not have the minimum work experience are required to take additional courses so that they graduate with 60 credits.

To allow for the particular educational needs of students who may have diverse working backgrounds, certain courses offered by the Department may be substituted for others in the second and third term. The coordinator's approval must be obtained.

### Admission Requirements

- Grade 12 or equivalent or mature student status.
- Minimum of seven years business experience in industry, government or private business or an undergraduate degree and three years of experience.
- Personal interview conducted February to mid-April with final acceptance based on the applicant's work experience, maturity and aptitude for the program.
- A personal resume.
- Submit the Capilano College Application for Admission together with official transcripts and resume to Admissions, Registrar's Office.

## ACCELERATED GENERAL MANAGEMENT

<i>SUMMER (Classes start <b>early May</b>)</i>	<i>Credits</i>
BADM 102 Quantitative Methods (July/Aug)	3.0
BCPT 121 Business Computing I (May/June)	3.0

BCPT 122	Business Computing II (July/Aug)	3.0
BFIN 141	Accounting (May/June)	3.0
BMKT 161	Marketing (May/June)	3.0

<i>FALL</i>	<i>Credits</i>
BADM 107 Business Law I	3.0
BADM 210 Business Statistics	3.0
BFIN 241 Finance for Managers	3.0
BMKT 263 Professional Selling Skills	3.0
2 Business Electives at the 200 or 300 level	6.0

<i>SPRING</i>	<i>Credits</i>
BADM 302 Human Resource Management	3.0
BADM 304 Business Policy	3.0
BFIN 244 Management Accounting	3.0
IBUS 334 Communication, Culture and International Business	3.0
2 Business Electives at the 200 or 300 level	6.0
Plus applicable PLA credits or equivalent	<u>9.0</u>
Total credit hours	60.0

## ACCELERATED ACCOUNTING MANAGEMENT

<i>SUMMER (Classes start <b>early May</b>)</i>	<i>Credits</i>
BADM 102 Quantitative Methods	3.0
BADM 201 Business Systems	3.0
BCPT 121 Business Computing I	3.0
BFIN 141 Accounting	3.0
BFIN 142 Financial Accounting I	3.0
*CMNS 220 Advanced Business Writing and Editing	3.0

<i>FALL</i>	<i>Credits</i>
BADM 107 Business Law	3.0
BFIN 241 Finance for Managers	3.0
BFIN 341 Cost Accounting I	3.0
BFIN 346 Financial Accounting II	3.0
BMKT 161 Marketing	3.0
Business Elective*	3.0

<i>SPRING</i>	<i>Credits</i>
BADM 210 Business Statistics	3.0
BFIN 342 Cost Accounting II	3.0
BFIN 347 Financial Accounting III	3.0
BFIN 249 Accounting Microcomputer Applications	3.0
BCPT 121 Business Computing I	3.0
Business Elective*	3.0
Plus applicable PLA credits or equivalent	<u>6.0</u>
Total credit hours	60.0

\* Please see convenor if a signature is required.

## ACCELERATED MARKETING MANAGEMENT

<i>SUMMER (Classes start early May)</i>			<i>Credits</i>
<i>(May/June)</i>			
BCPT 121	Business Computing I		3.0
BFIN 141	Accounting		3.0
BMKT 161	Marketing		3.0
<i>(July/August)</i>			
BADM 102	Quantitative Methods		3.0
BCPT 122	Business Computing II		3.0
<i>FALL</i>			<i>Credits</i>
BADM 107	Business Law I		3.0
BMKT 261	Advertising		3.0
BMKT 263	Professional Selling Skills		3.0
BMKT 360	Marketing Research		3.0
BMKT 365	Marketing Strategies and Decision Making		3.0
1 Business Elective at the 200 or 300 level			3.0
<i>SPRING</i>			<i>Credits</i>
BADM 304	Business Policy		3.0
BFIN 241	Finance for Managers		3.0
BMKT 364	Consumer Behaviour		3.0
BMKT 367	Promotion Strategy & Analysis		3.0
IBUS 334	Communication, Culture and International Business		3.0
1 Business Elective*			3.0
Plus applicable PLA credits or equivalent			<u>9.0</u>
Total credit hours			60.0

\* Electives can be any appropriate Business Administration course of 3 credits.

## G. ACCELERATED COMPUTER SYSTEMS MANAGEMENT (ACSM) PROGRAM

Capilano College offers a 10-month program leading to a Diploma in Computer Systems Management. The program is offered in two-month segments to enable you to concentrate intensely over a shorter period of time. This program begins in January every year.

All certified courses are taught by our Novell and Microsoft certified instructors — Capilano College is the only college or university certified by both Novell and Microsoft in Western Canada. We are also accredited by CIPS, the Canadian Information Processing Society.

Call the Business Administration Department for a brochure and details. Appointments for interviews are conducted throughout the year.

See our Web site for current information:  
<http://www.capcollege.bc.ca/badm>

## Program Content

<i>TERM 1 — Jan./Feb.</i>			<i>Credits</i>
BMKT 160	Marketing		3.0
CMPT 152	Structured Programming		3.0
CMPT 155	Quantitative Methods for Managers		3.0
CMPT 180	Microcomputer Applications I		<u>3.0</u>
			12.0
<i>TERM II — Mar./April</i>			
CMPT 153	Object Oriented Programming I		1.5
CMPT 182	Introduction to Systems		3.0
CMPT 191	Accounting for Managers I		3.0
CMPT 222	Microcomputer Applications II		<u>3.0</u>
			10.5
<i>TERM III — May/June</i>			
BCOP 215	Network I		3.0
BCOP 231	Data Management		3.0
CMPT 184	Visual Basic		3.0
CMPT 223	Microcomputer Applications III		<u>3.0</u>
			12.0
<i>TERM IV — July/Aug.</i>			
BCOP 305	Network II		3.0
CMPT 154	Object Oriented Programming II		3.0
CMPT 224	Micro Applications IV		3.0
CMPT 230	Operating Systems		<u>3.0</u>
			12.0
<i>TERM V — Sept./Oct.</i>			
BCOP 325	Network III		3.0
CMPT 276	Projects in Industry-Practicum		1.5
CMPT 289	Systems Implementation		3.0
Plus applicable PLA credits or equivalent			<u>6.0</u>
			13.5
<b>Total Credit Hours</b>			<b>60.0</b>

## H. PROFESSIONAL ACCOUNTING TRANSFER PACKAGE

This package of courses is designed to maximize transfer credit to professional accounting associations: Certified General Accountants (CGA), Certified Management Accountants Society of B.C. (CMA), and Chartered Accountants (CA).

Students wanting to maximize their transfer credit in the shortest possible time would select courses from those recommended below.

Students will not receive a diploma or certificate without taking further courses.

<i>SUMMER (Classes start early May)</i>			<i>Credits</i>
BADM 102	Quantitative Methods		3.0
BADM 201	Business Systems		3.0
BCPT 121	Business Computing I		3.0
BFIN 141	Accounting		3.0
BFIN 142	Financial Accounting I		3.0



CMNS 220	Advanced Business Writing and Editing*	3.0
<b>FALL</b>		<b>Credits</b>
BADM 107	Business Law I	3.0
BFIN 241	Finance for Managers	3.0
BFIN 341	Cost Accounting I	3.0
BFIN 346	Financial Accounting II	3.0

<b>SPRING</b>		<b>Credits</b>
BADM 210	Business Statistics	3.0
BFIN 342	Cost Accounting II	3.0
BFIN 347	Financial Accounting III	3.0
BFIN 350	Advanced Financial Management	3.0

These offerings are subject to change.

\* Please see convenor if signature is required.

## I. CERTIFIED FINANCIAL PLANNER™ PROGRAM

### About the Program

Developed by the Canadian Institute of Financial Planning specifically for individuals who wish to become qualified professional financial planners, the program covers the full spectrum of financial products, services and strategies. Capilano College now offers the Certified Financial Planner™ Program (CFP) on the institute's behalf, with the approval of the Financial Planners Standards Council of Canada. After completing the program, students with two years work experience can write the professional proficiency examination in order to receive the CFP™ certification mark.

This non-credit program is offered in partnership with the Canadian Institute of Financial Planning and the Capilano College Business Administration Department. The CFP programs are offered at various start dates throughout the year. For further information, contact the Continuing Education Department at 984-4901.

### Program Content

Personal Financial Planning

— *An Introduction to Personal Financial Planning*  
Wealth Accumulation

— *The Fundamentals of Investment Planning*  
Controlling the Future

— *Creating Financial Security*

Strategic Investment Planning

— *Understanding Investment Products and Investment Strategies*

Risk Management and Estate Planning

— *The Role of Insurance and Estate Planning in Personal Financial Management*

Professional Practice

— *Comprehensive Financial Planning and Professional Ethics*

™ Trademarks of the Certified Financial Planner Board of Standards, Inc., used under licence.

Neither the Canadian Institute of Financial Planning nor Capilano College award the rights to use the marks CFP™, Certified Financial Planner™ and CFP. The right to use the marks is granted under licence by the FPSCC to those persons who have met its educational standards passed by the FPSCC Professional Proficiency Examination, satisfied a work experience requirement and agreed to abide by the Code of Ethics.

## J. RETAIL MARKETING CO-OP CERTIFICATE (RMCP) PROGRAM

### General Information

1. After successfully completing the course requirements of this program a student will receive a Retail Marketing Co-op Certificate.
2. Upon successful completion of the eight-month Co-op Certificate program, specific courses will be transferable to the Business Administration Diploma program. Students are encouraged to go on to complete the Diploma requirements.
3. This exciting Retail Marketing Co-op program offers something for everyone, including the opportunity to earn your tuition and more while you study the dynamic world of retail marketing.
4. Retail Marketing students can use this area of study as a foundation year for the Business Administration Diploma. Students get a hands-on business education with numerous opportunities to work in the dynamic world of retail marketing.

Many other related career training courses are offered such as Retail Event Management, Retail Buying and Visual Marketing. The strength of this program is in the combination of real world work experience with the appropriate curriculum to support these areas of interest.

A Retail Marketing student who completes a Business Administration Diploma with a minimum GPA of 2.67 (70%) may be eligible for a transfer of up to 60 credits toward the Open University's Bachelor of Business Administration Degree (BBA). Students wishing to complete their degree requirements may do so through Capilano College and the Open University. For more information on the Open University degree program please refer to the complete description in the College Calendar.

Contact: Charlene Hill, 984-1721  
Doug Loblaw, 983-7555

## Career Opportunities

Managing your own business  
Store Manager—independent or chain  
Department Manager  
Wholesale Sales Representative  
Manufacturer's Sales Representative  
Manufacturer's Agent  
Fashion Promotion Consultant  
Marketing Research-Field Operator  
Sales Manager  
Advertising Manager  
Buyer and Central Buyer  
Visual Presentation Specialist  
Sales Promotion Manager  
Sales Representative Consumer Products  
Marketing Assistant  
Retail or Design Consultant  
Special Event Coordinator

## Admission Requirements

- Grade 12 or equivalent with preference given to applicants with a minimum of C+ in English 12 and C in Math 11, or
- Mature student status
- An interview may be required
- Submission of the Capilano College Application for Admission together with official transcripts to Admissions, Registrar's Office.

## Program Content

FIRST YEAR — FALL			Credits
BMKT 161	Marketing		3.0
BCPT 121	Business Computing I		3.0
CMNS 152	Report Writing		3.0
RMCP 164	Creative Retail Strategies		3.0
RMCP 172	Retail Technology		
	Store Management I		<u>3.0</u>

**Instructional Credits** **15.0**

**Note:** The students will be given 12 hours of pre-employment seminars prior to their co-op work experience period.

### CO-OP PLACEMENT — December-January

RMCP 190	Fall Co-op Work Placement	3.0
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FIRST YEAR — SPRING			Credits
BADM 101	Management		3.0
BMKT 263	Professional Selling Skills		3.0
RMCP 155	Retail Event Management		3.0

RMCP 173	Retail Finance/ Store Management II	3.0
RMCP 181	Strategic Retail Buying	<u>3.0</u>
<b>Instructional Credits</b>		<b>15.0</b>
<b>Total Instructional Credits</b>		<b>30.0</b>
<b>Total Co-op Work Credits</b>		<b>3.0</b>

## K. EVENING CERTIFICATE PROGRAMS

The courses in these programs, beginning in September and January each year, will teach the student basic managerial skills that are of practical value in a wide variety of jobs. Classes are conducted by Department faculty and industry specialists and offered Monday to Thursday evenings. Those enrolled in the programs may take the courses at their chosen pace. A number of credit courses from both the full-time Diploma programs and the part-time Certificate programs are offered in the evenings during the spring and fall terms. A limited number of senior (300 level) courses may be available in the May/June and July/August terms.

## BUSINESS ADMINISTRATION CERTIFICATE

A Certificate in Business Administration will be awarded after successful completion of the *two required courses* and a choice of *any four additional three-credit courses* chosen from the Business Administration evening or daytime offerings.

Substitution may be allowed at the discretion of the evening program coordinator.

REQUIRED		Credits
BADM 101	Management	3.0
or		
BADM 108	Introduction to Business	3.0
BMKT 161	Marketing	3.0
OPTIONAL		
BADM 102	Quantitative Methods I	3.0
BADM 103	Supervisory Skills	3.0
BADM 106	Organizational Behaviour	3.0
BADM 107	Business Law I	3.0
BADM 201	Business Systems	3.0
BADM 210	Business Statistics	3.0
BADM 307	Business Law II	3.0
BADM 268	Entrepreneurship/Small Business Management	3.0
BCPT 121	Business Computing I	3.0
BCPT 122	Business Computing II	3.0
BFIN 141	Accounting	3.0
BFIN 142	Financial Accounting I	3.0

Or other courses offered by the Business Administration Department.



## ADVANCED BUSINESS ADMINISTRATION CERTIFICATE

A second or advanced certificate will be awarded following successful completion of an additional *four* three-credit courses. These must be chosen from the Business Administration evening or daytime offerings.

**Note:** A student must attain a 2.0 GPA or better to qualify for either certificate.

## BUSINESS COMPUTING CERTIFICATE

A Certificate in Business Computing will be awarded after successful completion of the *four required courses* and a choice of *any two additional three-credit courses* chosen from the Business Administration evening or daytime offerings.

REQUIRED			Credits
BADM 201	Business Systems*		3.0
BCPT 121	Business Computing I		3.0
BCPT 122	Business Computing II		3.0
BCPT 221	Business Computing Presentation Graphics		3.0

\* Please contact the convenor for possible substitute for this course. Not all courses will be offered each year.

OPTIONAL			Credits
BADM 101	Management		3.0
BADM 103	Supervisory Skills		3.0
BADM 106	Organizational Behaviour		3.0
BADM 107	Business Law I		3.0
BMKT 161	Marketing		3.0
BFIN 141	Accounting		3.0
BFIN 142	Financial Accounting I		3.0

Other courses are offered by the Business Administration Department.

## L. LOCAL GOVERNMENT ADMINISTRATION PROFESSIONAL CERTIFICATE PROGRAM

This program is designed with and for professionals currently employed by Municipalities, Regional Districts, Improvement Districts, or supporting agencies in British Columbia.

The purpose of the program is to provide opportunities for participants to gain increased knowledge of the political and organizational realities of local governments in B.C. as well as identifying opportunities for change within these systems. It is expected that participants will be more effective managers, leaders

and change agents as a result of their involvement in the program.

The Education Committee of the Municipal Officers' Association (M.O.A.) of British Columbia and the Provincial Board of Examiners has sanctioned several courses of study offered through the college and university systems in British Columbia which, when supplemented by work experience in B.C. local government, will lead to Provincial Certification.

The four courses described below are recognized by the M.O.A. and Board of Examiners as being transferable for credit toward the *Intermediate Certificate in Municipal Administration*. (For more details about the Board of Examiners/M.O.A. Certificate Programs, contact David Morris, Executive Director, Municipal Officers' Association, Victoria at 250-383-7032.)

On completion of the following four PADM courses (Local Government Administration, Local Government Services, Municipal Law, and Municipal Finance in British Columbia), plus other courses, successful candidates will be eligible to receive a *Capilano College Professional Certificate in Local Government Administration*.

Contact: Linn Teetzel, 984-4960, ext. 2340  
or 983-7570, ext. 2340.

E-mail: lteetzel@capcollege.bc.ca

COURSES		Credits
PADM 200	Local Government Administration	3.0
PADM 201	Local Government Service	3.0
PADM 202	Municipal Finance in British Columbia	3.0
PADM 203	Municipal Law in British Columbia	3.0
Two BADM, University Transfer or other courses approved by the Department.		<u>6.0</u>
		<b>18.0</b>

## M. INTERNATIONAL BUSINESS PROGRAM (IBUS)

Recognizing that world trade has assumed a position of major importance in the global community, the Business Department has developed an International Business program that will provide students with a professional level of competence in the international arena.

This program will provide students with the knowledge, cultural awareness and business skills required to do business in the ever-growing Pacific Rim countries.

Two levels of this program are available. For Capilano College Business Administration Diploma graduates,

there is a new Advanced Diploma in International Business as detailed previously under the Advanced Diploma heading.

For graduates of other colleges or universities, we offer a Certificate in International Business upon completion of the following two-term program. A number of the IBUS courses are also transferable to the Bachelor of Business Administration (BBA) degree completion program. Contact the convenor for details.

The following courses are required to qualify for the Certificate in International Business:

		<i>Credits</i>
IBUS	321 International Business	3.0
IBUS	334 Communication, Culture and International Business	3.0
IBUS	340 International Trade Law	3.0
IBUS	357 International Marketing	3.0
IBUS	399 International Trade Opportunities	3.0
BADM	268 Entrepreneurship/Small Business Management	3.0
BFIN	241 Finance for Managers	3.0
3 Business electives		<u>9.0</u>
<b>Total:</b>		<b>30.0</b>

## N. NETWORK SPECIALIST CERTIFICATE PROGRAM (NSP)

An all new-program designed for computer professionals who need essential cross-platform networking skills.

All certified courses are taught by our Novell and Microsoft certified instructors. Capilano College is the only college or university certified by both Novell and Microsoft in Western Canada. We are also accredited by CIPS, the Canadian Information Processing Society.

Contact: Nancy Findlater, 984-4960; Fax: 984-1734

<b>COURSES</b>	<i>Credits</i>
Novell 4.1 x IntranetWare System Administration	3.0
Novell 4.1 x Design and Implementation	3.0
Microsoft Windows NT 4 Admin.	3.0
Microsoft Windows NT 4 Server	3.0
Networking TCP/IP	3.0
Creating Windows NT Web Server	<u>3.0</u>
	<b>18.0</b>

All courses are offered on evenings and weekends.

## BUSINESS FUNDAMENTALS PROGRAM

### Instructional Faculty

N. BAWA, B.B.A.. (SFU), LL.B (McGill)  
D. BLANEY, I.D. (UBC), C.P.S., M.Ed. (SFU)  
M. CRAGG, B.A. Law (Durham), Teaching Cert. (UBC)  
C. CRAM, B.A., M.A., Prof. Teaching Certificate, (U. of T.)  
L. CROWE, B.Sc. (U of Conn.) M.B.A. (N. Eastern Univ.)  
M. GIOVANNETTI, B.S.A. (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., M.A. (TESL) (SFU)  
S. GREENAWAY, B.Com. (UBC), C.A.  
C. GRIEVES, B.Ed., Sec. (UBC)  
S. HORN, I.D. (UBC), M.Ed. (SFU)  
B. SMITH, B.A., Prof. Teaching Cert. (UBC), TESL Cert.  
K. VICKARS, B.Ed., Lic.Acct. (UBC), C.G.A.  
G. WAUGH, B.A. (Reading), M.A. (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist  
A. WHITE, Instructor

### Support Staff

Lisa Larkins, Clerk Typist  
Faye Ulker, Clerk Typist  
Wendy Weberg, Divisional Assistant

## The Program

The Business Fundamentals program is a four-month program that may be taken on a full-time or part-time basis during the fall or spring semester. The Business Fundamentals program has been designed for students who require basic business skills training or who need to upgrade their skills. Many students take this program as a stepping stone to a more advanced program of studies. Graduates of this program may ladder into Business Administration to take more advanced courses leading towards a degree.

Contact: Applied Business Technology Division, 984-4959; E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

## Admission Requirements

- Completion of Grade 12 or equivalent or mature student status
- Eligible students will attend an information meeting and personal interview.



## Program Profile

		<i>Credits</i>
OTEC 111	Business English I or	
OTEC 113	Business English & Communications	3.0
OTEC 115	Business Systems & Procedures	3.0
OTEC 117	Accounting Procedures I	3.0
OTEC 146	Microcomputer Applications I or	
OTEC 123	Word Processing Procedures and	
OTEC 245	Introductory Microcomputer Applications	6.0
<b>Certificate Requirements</b>		<b>15.0</b>

## COMMERCIAL ANIMATION PROGRAM

### *Instructional Faculty*

- J. DELANEY, Head of Layout & Design, Delaney & Friends Cartoon Productions  
H. DENNY, Dip. Fine Art (Southwark College of Art & Design), B.A. (Hons.), (Norwich School of Art)  
M. GHOREISHI, Dip. Animation/Television (Algonquin), Instructor's Cert. (Iran), Theatre Stage Design (Iran)  
D. MARJANOVIC, B.A. (Sarajevo), Theatre, Film and TV Direction (Middlesex Polytechnics in London)  
D. PERRO, Dip. Film Animation (Emily Carr College of Art & Design), Cert. Teacher Development Program (Ontario)  
E. TEICHROEB, Cert. Vancouver Vocational Institute  
W. VAN LUVEN, B.A., M.F.A. (UBC)

### *Support Staff*

- D. Holmes, Program Assistant

## General Information

In the past 10 years, animation has exploded onto motion picture and television screens around the world. There has been an increasing demand for skilled animation artists caused by the continued success of both limited animation television series and major film productions. Commercial animation companies in British Columbia have been approached by both American and European animation producers to provide services and/or co-produce animation projects. The only limitation on the industry to respond to these opportunities has been the shortage of commercially-trained animators.

Contact: 983-7516; E-mail: [toons@capcollege.bc.ca](mailto:toons@capcollege.bc.ca)

## The Program

The Commercial Animation program prepares students for employment in the animation industry, specifically in the area of classical (character) animation. This intense program focuses on drawing skills and studio procedures in the production of animated commercials, television series, computer game design and feature films. The program works closely with producers of traditional and computer animation, establishing and evolving the curriculum to meet the industry's need for skilled animators and animation designers. New students are admitted each September in a class of 22.

## Part-Time Evening Courses

Part-time, non-credit animation courses are offered through the Continuing Education Department. Courses are designed for prospective applicants who want to find out what a career in commercial animation is like before they commit to a full-time animation program. Courses in Life Drawing and Computer Animation are also available. Part-time courses are taught by faculty in the full-time program. Contact Continuing Education, 984-4901 for details.

## Admission Requirements and Procedures

1. An Application for Admission must be submitted, together with official transcripts of all secondary and post-secondary courses to Admissions, Registrar's Office.

2. Requisites:

- 18 years of age
- Grade 12 completion or equivalent
- Strong drawing skills

Applicants must include five 8-1/2" x 11" drawings with their Application for Admission which must be sent to the Registrar's Office by mid-April. The drawings should demonstrate an ability to draw accurately from life. Applicants deemed acceptable will be invited to present a portfolio of drawings in person. The portfolio should show a diversity of style and subject matter and demonstrate the applicant's aptitude for cartoon animation design. During the portfolio reviews, applicants will complete a drawing exercise consisting of a still life rendered realistically. The five drawings, portfolio, and drawing exercise will be graded, and the top 22 applicants will be accepted into the program. The remaining acceptable applicants will be offered a place on a waiting list, ranked according to their respective scores.

Prospective students should contact the Animation Department directly to receive the current admissions package which contains everything necessary to apply for admission to the Commercial Animation program.

## Information Meetings

Information meetings will be held between September and April. Please contact the department at 983-7516 for dates and times.

## Special Fees and Expenses

Students may expect to pay approximately \$4,000 for tuition, fees, materials and textbooks during the two-year program.

## Graduation Requirements

In order to graduate from the Commercial Animation program, the student must successfully complete all the component courses.

## Professional Standards

All Commercial Animation students are required to adhere to high standards of academic performance and professional behaviour.

## Program Content

<b>FIRST TERM</b>		<b>Credits</b>
ANIM 111	Animation Drawing I	6.0
ANIM 112	Animation Design I	2.25
ANIM 113	Life Drawing for Animation I	3.0
ANIM 114	History of Character Animation	2.25
CMNS 115	Communications	<u>3.0</u>
		16.5
<b>SECOND TERM</b>		<b>Credits</b>
ANIM 121	Animation Drawing II	6.0
ANIM 122	Animation Design II	1.5
ANIM 123	Life Drawing for Animation II	3.0
ANIM 126	Layout Design I	1.5
MDIA120	Film Studies for Animation	<u>1.5</u>
		13.5
<b>THIRD TERM</b>		<b>Credits</b>
ANIM 231	Animation Drawing III	3.0
ANIM 232	Storyboard Design	3.0
ANIM 233	Life Drawing for Animation III	3.0
ANIM 234	Computer Animation	3.0
ANIM 236	Layout Design II	<u>3.0</u>
		15.0

## FOURTH TERM

ANIM 241	Animation Drawing IV	3.0
ANIM 242	Major Projects	3.0
ANIM 243	Life Drawing for Animation IV	3.0
ANIM 244	Animation Practicum	3.0
ANIM 245	Colour and Media	<u>3.0</u>
		15.0
Diploma Requirement		<b>60.0</b>

## COMMUNICATIONS

### Instructional Faculty

C. KILIAN, B.A. (Columbia), M.A. (SFU)  
 B. REID, B.A. (Alberta)  
 L. SAVAGE, B.A. (McGill), Dip.Ed., M. Ed. (Alberta)  
 A. SEDKY, B.A., M.A., Ph.D. (Ain Shams, Cairo)  
 G. WAUGH, B.A. (Reading), M.A. (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist  
 W. VAN LUVEN, B.A., M.F.A. (UBC)  
 M. WITTMAN, B.A. (Toronto), M.A. (UBC)

The Communications (CMNS) Department provides training in writing and speech for students in University Transfer and Career/Vocational programs, as well as those wishing to apply specific skills to the world of work. CMNS offers courses in business and technical writing, public speaking, freelance writing, and English basics.

Contact: Leslie Savage, Coordinator, 983-7515  
 E-mail: lsavage@capcollege.bc.ca

## Career Opportunities

In an information-based economy, good communication skills are a vital asset in any career. Many career program CMNS courses offer components on effective job search techniques, including resume writing and interviewing. Courses for freelance writers equip students with the basic skills needed to market their work to magazines, newspapers and book publishers.

## Admission Requirements

Students wishing to enrol in a specialized career program CMNS course must meet the admission standards of that particular program. In some cases students may wish to take the CMNS component before enrolling in the rest of the program. Such students will require permission of the coordinators of both CMNS and the career program in question.



Students wishing to enrol in "open" sections of CMNS, such as those offered in the evening, must meet general College admission standards.

Applications for Admission to individual programs which contain communications courses must be submitted to Admissions, Registrar's Office, with that program specified. Applicants who wish to enrol only in the "open" communications courses must also submit an Application for Admission. Specify the program as Career — Communications courses only. All applicants must be admitted to the College before registration can be completed.

## University Transfer Courses

A number of Communications courses are eligible for full or partial university transfer credit. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for more information.

## Special Fees and Expenses

Most CMNS classes require no special fees; for online courses, students must purchase an account with an Internet service provider. Consult the coordinator if you have any questions about such fees in your course.

**Note:** Consult the coordinator for the current CMNS courses and the details of their content and prerequisites.

## Courses

- CMNS 080 — Career Program Communications Preparation for ESL Students
- CMNS 110 — Standard English Usage
- CMNS 111 — Administrative Writing
- CMNS 115 — Communications for Animation
- CMNS 120 — Effective Writing and Speech
- CMNS 125 — Communication Theory
- CMNS 130 — Introductory Media Communications
- CMNS 136 — Introduction to Film & TV Scriptwriting in Canada
- CMNS 145 — Computer Writing
- CMNS 152 — Report Writing
- CMNS 153 — Communications and the Arts
- CMNS 154 — Communications in Outdoor Recreation and Tourism
- CMNS 159 — Communications for the Legal Secretary
- CMNS 170 — Presentation Skills for Public Speaking

- CMNS 179 — Legal Communications
- CMNS 190 — Magazine Article Writing
- CMNS 220 — Advanced Business Writing and Editing
- CMNS 250 — Introduction to Technical Writing
- CMNS 280 — Marketing Commercial Fiction
- CMNS 290 — Marketing a Non-Fiction Book
- CMNS 354 — Advanced Communications Skills and Resources for Tourism Management
- CMNS 356 — Advanced Media Communications

## EARLY CHILDHOOD CARE AND EDUCATION PROGRAM

- A. EARLY CHILDHOOD CARE AND EDUCATION CERTIFICATE PROGRAMS
- B. INFANT AND TODDLER CERTIFICATE PROGRAM
- C. SPECIAL NEEDS CERTIFICATE PROGRAM

### Instructional Faculty

- R. ANNE, B.Sc. (Columbia Pacific), Dip. E.C.E. (Ryerson)
- A. CARR, M.A. (SFU), Dip. Ed. (London)
- J. CLARK, R.N. (Regina General Hospital), Teaching Dip. (Sask.)
- S. LOW, B.A. (Alta), E.C.E. Cert.
- J. MOSES, B.A., B.S.W. (McMaster), M.Ed. (UBC), E.C.E. Cert.
- D. O'KRAINETZ, B.Ed. (UBC) E.C.E. Cert.
- M. RAWSTHORNE, B.H.E., M.Ed. (UBC), R.D.N.
- L.J. RENNIE B.Sc., Dip. E.C.E. (Brigham Young) Coordinator

### Support Staff

- Nancy Findlater, Arlene Miller — Receptionists
- Diane Mills — Program Assistant

Our society is recognizing the importance of the early years in children's development. There is an increasing need in communities for child care services, and for trained staff who can ensure that all children's interests and needs are met in a variety of programs. The Early Childhood Care and Education program prepares students to work in various settings, including preschools and daycare centres.

Contact: 984-4960

## **Career Opportunities**

Graduates of the programs have found rewarding careers working in licensed preschool and daycare centres, in schools as Special Education Teaching Assistants, as Community Care Licensing Officers, in management positions in childcare organizations and as consultants. The placement record for our graduates is excellent.

## **Credentials Awarded**

### **A. Early Childhood Care and Education Certificate**

This is awarded to students who successfully complete the full-time or part-time program at the North Vancouver campus or the part-time programs at the Sechelt or Squamish campuses.

### **B. Infant & Toddler Certificate**

Following successful completion of the Early Childhood Care and Education Certificate program and the Infant & Toddler program, the student is awarded an Infant & Toddler Certificate from Capilano College.

### **C. Special Needs Certificate**

Following successful completion of the Early Childhood Care and Education Certificate program and the Special Needs program, the student is awarded a Special Needs Certificate from Capilano College.

### **ECCE Diploma**

A diploma in Early Childhood Care and Education is granted by Capilano College to students who have successfully completed the Early Childhood Care and Education Certificate and both the Infant & Toddler and Special Needs Certificates.

The Early Childhood Care and Education Certificate and successful completion of the required 500 hours work experience enables students to register as an Early Childhood Educator in British Columbia by applying to the Manager of Early Childhood Programs at the Community Care Facility Branch. Certificates in Infant & Toddler Education and Special Needs Education may also be acquired through the CCFB.

## **Admission Requirements**

Enrolment in the Early Childhood Care and Education Certificate programs is limited to 25 students.

Applicants must be at least 19 years of age, be a high school graduate, have college-level writing and academic skills and have 40 hours experience as an

employee or volunteer in a licensed early childhood setting within the last two years. A commitment to young children and their families and evidence of interpersonal and life skills are also essential. Applicants should be aware that a criminal record check is now required by practicum placements and employers.

Due to the intensity of the full-time program, it is recommended that applicants have at least one year of college or university experience.

In preparation for applying to the program, prospective students may choose to take some of the following courses: ENGL 100, ANTH 121, AHIS 100, BIOL 104, PHIL 101, PSYC 100, 101, SOC. 100, 101, WMST 100.

## **Application Procedure**

1. Complete and submit an Application for Admission directly to Admissions, Registrar's Office, together with official transcripts for secondary and post-secondary education.
2. Attend the Information Meeting on March 3, 1999, 7:00 pm, Room CE148 (Cedar Building). After the Information Meeting, you will schedule a group interview time.
3. At the interview, you must submit a resume, three letters of reference, and complete a writing assignment.
4. A Reading Assessment will be required.

## **Upon Acceptance**

Submit a completed medical report on a form provided by the college, plus evidence of absence of active tuberculosis.

## **Continuation in the Program**

Continuation into each term of the programs is dependent upon the demonstration of satisfactory interpersonal, academic and teaching/guiding skills. "C-" is the minimum acceptable grade in all courses. Practicum grades must be "C" or higher.

## **Special Fees and Expenses**

The student can expect to spend approximately \$1,200 on books and supplies. Additional costs will be incurred for a First Aid course and transportation to practicums.



## A. EARLY CHILDHOOD CARE AND EDUCATION CERTIFICATE PROGRAMS

The North Vancouver campus offers both a full-time 10-month program and a part-time program which may be completed within two years. Sechelt and Squamish campuses may offer part-time programs.

These programs are based on the "Competencies in Early Childhood Education," and are approved by the Community Care Facilities Branch of the Ministry of Health. The foundation of the ECCE programs is the study of development from birth to school-age. The history and current philosophies of early childhood education are examined. An interrelated series of courses focus on the care and education of young children from an anti-bias perspective. Students also study program planning, curriculum content, health and nutrition, interpersonal skills and family-centre relationships. Theory and practice are closely related throughout the program. Students have practical experience in three practicum centres under the guidance of qualified Early Childhood Educators. In practicum centres students adhere to the Early Childhood Educators of B.C.'s Code of Ethics.

Courses are presented in a manner which promotes active participation through demonstrations, oral reports, group projects, role play and discussions.

### Program Content — North Vancouver Campus

#### Full-time

<i>FALL TERM</i>	<i>Credits/Lab Hrs</i>
EDUC 155 Human Growth and Development I	4.5
EDUC 170 Interpersonal Skills	1.5
EDUC 171 Caring and Learning Environments	1.5
EDUC 172 Guiding Young Children I	1.5
EDUC 173 Curriculum Development I	1.5 4
EDUC 175 Observing and Recording	1.5
EDUC 176 Applied Theory—Practicum I	<u>3.0</u>
	15.0 4

<i>SPRING TERM</i>	<i>Credits/Lab Hrs</i>
EDUC 220 Health, Safety & Nutrition	1.5
EDUC 254 Theoretical Perspectives	3.0
EDUC 272 Guiding Young Children II	1.5
EDUC 273 Curriculum Development II	CIP* 4
EDUC 275 Human Growth & Dev. II	1.5
EDUC 276 Applied Theory—Practicum II	<u>4.0</u>
	11.5 4

#### SUMMER TERM\*\*\*

EDUC 270 Intro. to Working with Families	1.5
EDUC 271 Intro. to Centre Organization	1.5
EDUC 273 Curriculum Development II	1.5
EDUC 277 Applied Theory—Practicum III	<u>4.0</u>
	8.5

### Program Content — North Vancouver Campus

#### Part-time — First Year

<i>FALL TERM</i>	<i>Credits/Lab Hrs</i>
EDUC 166 Human Growth and Development I - Part A	2.25
EDUC 170 Interpersonal Skills	1.5
EDUC 171 Caring & Learning Environments	1.5

<i>SPRING TERM</i>	<i>Credits/Lab Hrs</i>
EDUC 167 Human Growth and Development I - Part B	2.25
EDUC 172 Guiding Young Children I	1.5
EDUC 173 Curriculum Development I	CIP* 4

<i>SUMMER TERM***</i>	<i>Credits/Lab Hrs</i>
EDUC 173 Curriculum Development I	1.5
EDUC 177 Observing and Recording/ Applied Theory I — Practicum I	4.5

\* CIP: Course in Progress

\*\*\* All students must have ENGL 100 or CMNS 155 to graduate. CMNS 155 is offered in the spring term in the evening; one night per week.

#### Part-time — Second Year

<i>FALL TERM</i>	<i>Credits/Lab Hrs</i>
EDUC 220 Health, Safety and Nutrition	1.5
EDUC 272 Guiding Young Children	1.5
EDUC 273 Curriculum Development II	1.5 4
EDUC 276 Applied Theory — Practicum II	4.0

<i>SPRING TERM</i>	<i>Credits/Lab Hrs</i>
EDUC 254 Theoretical Perspectives	3.0
EDUC 270 Intro. to Working with Families	1.5
EDUC 273 Curriculum Development II	CIP* 4

<i>SUMMER TERM***</i>	<i>Credits/Lab Hrs</i>
EDUC 271 Intro. to Centre Organization	1.5
EDUC 275 Human Growth & Dev. II	1.5
EDUC 277 Applied Theory—Practicum III	4.0

## Program Content — Squamish

Please check Squamish calendar.

## Program Content — Sechelt

Please check Sechelt calendar.

### B. INFANT & TODDLER CERTIFICATE PROGRAM

### C. SPECIAL NEEDS CERTIFICATE PROGRAM

These evening part-time programs are for the student who is certified as an Early Childhood Educator or is in the process of completing the required 500 hours work experience.

Each program consists of seven courses including two practicums. Courses are scheduled in the late afternoon and evening. Practicums are scheduled on an individual basis to meet students' needs.

Courses in these programs are scheduled on a two-year rotation. Students may begin at any time in the sequence. There are three core courses which are part of both programs.

### Infant & Toddler Certificate Program

#### Program Content

<i>FALL TERM</i>	<i>Credits</i>
EDUC 350* Advanced Child Development (Fall '98)	2.0
EDUC 351* Family, School & Community (Fall '99)	2.0
EDUC 355 Physical Care & Safety (Fall '98)	1.5
EDUC 356 Infant/Toddler Practicum	1.5
EDUC 357 Infant/Toddler Practicum	<u>1.5</u>
	8.5

<i>SPRING TERM</i>	<i>Credits</i>
EDUC 352* Centre Operations (Spring '99)	2.0
EDUC 353 Program Planning (Spring '98)	1.5
EDUC 356 Infant/Toddler Practicum	1.5
EDUC 357 Infant/Toddler Practicum	<u>1.5</u>
	6.5

### Special Needs Certificate Program

#### Program Content

<i>FALL TERM</i>	<i>Credits</i>
EDUC 262 Special Education (Fall '99)	2.0
EDUC 350* Advanced Child Development (Fall '98)	2.0

EDUC 351*	Family, School & Community (Fall '99)	2.0
EDUC 358	Special Needs Practicum	1.5
EDUC 359	Special Needs Practicum	<u>1.5</u>
		9.0

<i>SPRING TERM</i>		<i>Credits</i>
EDUC 352*	Centre Operations (Spring '99)	2.0
EDUC 354	Program Planning for Special Needs (Spring '98)	1.5
EDUC 358	Special Needs Practicum	1.5
EDUC 359	Special Needs Practicum	<u>1.5</u>
		6.5

\*These courses apply to **both** the Infant/Toddler and Special Needs Certificates.

**Note:** EDUC 350 and 352 are core courses and are therefore, components of both the Infant and Toddler and Special Needs Certificate programs.

## FISHERIES SCIENCE

### A. FISH CULTURE TECHNICIAN CERTIFICATE -DISTANCE LEARNING FORMAT

### B. POST-BACCALAUREATE IN FISHERIES SCIENCE

### C. STREAMKEEPERS TRAINING PROGRAM

#### Sechelt Campus

##### Instructional Faculty

D.J. BATES, Dip. Tech. (BCIT), B.Sc., M.Sc. (SFU), R.P.Bio.

E.J. FIELD, B.Sc. (UVic), PhD (UQld)

Contact: Dave Bates, 987-1535 or 885-9310

### A. FISH CULTURE TECHNICIAN CERTIFICATE — DISTANCE LEARNING FORMAT

#### Career Opportunities

Graduates of the program may find challenging careers with either the private or public fish culture sector. This includes the commercial aquaculture industry, government contracts with fisheries agencies, and consulting firms.

A Fish Culture Technician, while working under the supervision of a manager, is responsible for the well being of intensively reared salmonids.



## The Program

The Fish Culture Technician program is available in distance learning format only. Students may register in one or more courses. Upon completion the student is awarded the Fish Culture Technician Certificate.

The distance learning program has been designed for individuals who are currently working or seeking employment in the fish culture field and who wish to upgrade their academic credentials. Individualized programs may be available.

## Admission Requirements

Prospective applicants should inquire by telephone or by writing to the Sechelt campus. An information package and application will then be forwarded.

## Program Content

		<i>Credits</i>
FSCI 100	Salmonid Biology	3
FSCI 101	Fish Culture I	3
FSCI 102	Fish Culture II	3
FSCI 103	Water Quality	3
FSCI 105	Salmonid Nutrition, Feeding & Growth	3
FSCI 106	Fish Health	3
FSCI 120	Computers in Fisheries	3
FSCI 140	Field Practicum I	3
FSCI 141	Field Practicum II	3
		27

## B. POST-BACCALAUREATE IN FISHERIES SCIENCE

A post-degree program in the applied aspects of fisheries management is currently under development. Courses available for future credit towards the post-degree program or undergraduate academic transfer to Simon Fraser University include:

		<i>Credits</i>
FSCI 200	Biology of Salmonids	3
FSCI 210	Intensive Salmonid Culture	3

## C. STREAMKEEPERS TRAINING PROGRAM

The Streamkeepers program helps citizens protect and preserve freshwater habitats. Development pressures from our expanding populations threaten these environments.

The Streamkeepers program encourages good watershed practices through productive, hands-on involvement.

Community stewardship is essential for long-term protection of our environment.

Workshops provide intensive training in methods used to survey and map streams, as well as to make assessments of stream health based on habitat complexity, water quality, insect and fish populations. Streamside planting methods are also covered.

Workshops are scheduled throughout the province as demand arises.

FSCI 150— Streamkeepers Workshop

## GRAPHIC DESIGN AND ILLUSTRATION PROGRAM

This program is a department within the Media Technology Division. Other Art programs in this Calendar include Studio Art, Textile Arts and Commercial Animation.

### *Instructional Faculty*

J. EDGE, Alberta College of Art  
J. EDWARDS GRIFFIN, B.A. (University of Alberta)  
F. FORSTER, Alberta College of Art  
K. HOLLAND, Dip. (Johannesburg School of Art)  
K. JAGER, Dip. (Emily Carr Institute of Art & Design)  
J. LONG, B.P.A. Art Center (Los Angeles)  
D. MACLAGAN, A.O.C.A., I.D.C., F.C.A.  
R. MARTIN, B.A. (U. of Washington)  
L. SAVAGE, B.A. (McGill), M.Ed. (U of A)  
P. SINGER, MFA (Concordia University)  
D. TAIT, Emily Carr, Dip. V.S.A. (ECCAD)  
D. YASINSKI

## The Program

The Graphic Design and Illustration program is an intensive, three year full-time commitment. Students are expected to achieve and maintain the highest standards working independently and as a team member, developing time management and organizational skills.

The curriculum encompasses historical, social, ethical and evolutionary developments in the visual communications industry. Students are engaged in acquiring skills and sensitivity in various media and becoming effective in the creative and production process. Instruction encourages imaginative conceptual thinking, technical and business analysis, and expertise.

Courses are taught by practising, professional artists and design consultants. Classes include projects, demonstrations, lectures and critiques, as well as scheduled professional and industrial presentations and tours.

Graduates are prepared to practise independently or collaboratively and in a variety of employment opportunities such as design studios, illustration, computer graphics, multimedia, animation, film, advertising and public relations agencies. Capilano College produces illustrators and designers prepared to shape the future of visual communication, utilizing traditional and current electronic mediums.

Contact: 990-7820

## Admission Requirements

This program requires a high level of maturity and integrity. Students with life experience following high school are usually more knowledgeable and mature in their choice of direction and better prepared; however, highly motivated high school graduates can succeed here, and we encourage those students to apply.

Applicants to the program must supply the following documentation to the College by March 31, 1998.

*No late applications accepted.*

- Completed Capilano College Application for Admission
- Secondary and post-secondary transcripts
- Certificate of English Language Assessment Test (ELA) or Test of English as a Foreign Language (TOEFL), if applicable

**Note:** All applications for admission must be submitted to the Registrar's Office. Official transcripts and other documents should be attached.

Portfolio submission dates are April 27 - 30, 1998. No portfolio will be reviewed if proper documentation has not been received at the College by March 31, 1998.

*No late portfolio submissions accepted.*

Portfolios are reviewed by an Admissions Committee on the basis of drawing, design, colour, creativity, media variety and presentation. Applicants whose portfolios meet the standards of the program are called for interviews and testing on May 11 and 12. Final decisions on the make-up of the new class are made by May 22.

## Portfolio Requirements

There is no formula for an acceptable portfolio. In general, you should submit your best and most recent work. There should be a minimum of 10 and a maximum of 15 original samples produced, drawn, designed, or photographed by the applicant representing their current abilities. Imaginative and experimental design and drawings in any medium and representing your personal interests and abilities are welcome

additions to the portfolio. Samples must be flat, not rolled; they should not be framed or glassed.

***We will not accept portfolios larger than 20" x 26" (50 cm x 66 cm).***

Photographs or slides of larger work or 3-D projects may be sent; however, they do not replace the required minimum of 10 samples of original work.

The applicant's name and address must be on the outside of the portfolio in large letters. Mark the back of each portfolio piece with your name. Please be sure to include the completed "Program Information Sheet".

If a portfolio is to be returned, send either stamps or cheque to cover the cost of return postage. Do not send any portfolios by bus system as they are not delivered to Capilano College. Parcel Post insured, Air Parcel Post insured or prepaid courier service is usually the best way to have portfolios sent and returned.

Capilano College cannot accept responsibility for loss or damage to an applicant's work.

## Program Content

	<i>Credits</i>
Major Program Requirements	99.0
General Education Requirements	<u>12.0</u>
	111.0

### FIRST TERM

	<i>Credits</i>
AHIS 104 Visual Literacy I	3.0
CMNS 120 Effective Writing & Speech	3.0
GRPH 152 Life Drawing I	3.0
GRPH 154 General Drawing I	3.0
GRPH 155 Mediums and Techniques I	3.0
GRPH 156 Visual Communications I	3.0
GRPH 158 Design I	<u>3.0</u>
	21.0

### SECOND TERM

	<i>Credits</i>
AHIS 105 Visual Literacy II	3.0
GRPH 157 Visual Communications II	3.0
GRPH 159 Mediums and Techniques II	3.0
GRPH 164 General Drawing II	3.0
GRPH 170 Introduction to Computers	3.0
GRPH 178 Design II	3.0
GRPH 184 Life Drawing II	<u>3.0</u>
	21.0

**Note:** Students who wish to substitute English courses for CMNS 120 may do so with the Communications Coordinator's approval.

### THIRD TERM

	<i>Credits</i>
CMNS 153 Communication & the Arts	3.0
GRPH 231 Typography I	3.0
GRPH 232 Graphic Design I	3.0



GRPH 233 Drawing for Illustration I	3.0
GRPH 234 Applied Design I	3.0
GRPH 235 Painting for Illustration I	3.0
GRPH 236 Computer Applications	<u>3.0</u>
	21.0

<b>FOURTH TERM</b>	<b>Credits</b>
GRPH 241 Typography II	3.0
GRPH 242 Graphic Design II	3.0
GRPH 243 Drawing for Illustration II	3.0
GRPH 244 Applied Design II	3.0
GRPH 245 Painting for Illustration II	3.0
GRPH 246 Visual Communications III	<u>3.0</u>
	18.0

<b>FIFTH TERM</b>	<b>Credits</b>
GRPH 352 Three Dimensional Design I	3.0
GRPH 353 Illustration Media I	3.0
GRPH 354 Applied Design III	3.0
GRPH 355 Advertising Illustration I	3.0
GRPH 356 Production Processes	<u>3.0</u>
	15.0

<b>SIXTH TERM</b>	<b>Credits</b>
GRPH 361 Advanced Typographical Design III	3.0
GRPH 363 Illustration Media II	3.0
GRPH 364 Applied Design IV	3.0
GRPH 365 Advertising Illustration II	3.0
GRPH 366 Business of Design	<u>3.0</u>
	15.0

## HOME SUPPORT ATTENDANT PROGRAM

### FOUR-MONTH CERTIFICATE PROGRAM

See also: Personal Care Attendant, Resident Care Attendant programs.

#### Instructional Faculty

T. ADLER, B.A. (Toronto), M.S.W. (UBC)  
Coordinator  
B. ESTEY, R.N.  
M. DAYAN, B.S.R. (UBC), Registered Physiotherapist  
B. MILLER, R.N.  
M. RAWSTHORNE, M.Ed.(UBC), RDN

#### Support Staff:

Nancy Findlater, Arlene Miller, Receptionists  
Diane Mills, Program Assistant

### Career Opportunities

The Home Support Attendant program is designed to provide students with opportunities to develop the basic knowledge, skills and attitudes necessary to

provide assistance to individuals and families in the community. The environment in which the Home Support Attendant functions is usually the client's home; however, the graduate may be required to provide assistance to clients/families in a variety of community settings.

Graduates are prepared to function collaboratively as members of a multi-disciplinary community support team. Graduates work as front-line care providers under the direction and supervision of a health professional.

Upon completion of the program, graduates are eligible for employment as a Home Support Attendant with a community Home Support Agency. With additional training and experience, the graduate may be able to assume other responsibilities appropriate to the job role.

### The Program

At the present time, the College does not offer an on-going, full-time program. However, if community demand is appropriate, the Home Support program may be offered on a full-time or part-time basis.

Capilano College offers a Certificate program recognized throughout British Columbia.

Contact: 984-4960.

### Admission Requirements

1. Grade 10 or equivalent. Students may be asked to complete a reading comprehension test. Some practicum placements require a criminal record check.
2. Applicants are required to attend an information meeting and have a student/instructor interview prior to acceptance into the program.
3. Applicants must be at least 19 years of age and have a genuine desire to work with elderly people and their families in the health field. Two references are required.
4. Applicants need good physical and mental health, and are required to complete a medical report on a form provided by the College, plus evidence of absence of active tuberculosis.
5. Applications for Admission must be submitted directly to Admissions, Registrar's Office, together with official transcripts.

### Program Content

		<i>Credits</i>
HSA. 110	Work Role Concepts in Home Support	1.5
HSA. 111	Applied Theory: Lab for Home Support	3.0

HSA. 112	Special Needs in Home Support	1.5
HSA. 113	Applied Theory: Practicum for Home Support Attendants	6.0
RCAP 100	Health & Lifestyle & Choices	1.5
RCAP 101	Health & Healing: Concepts for Practice	3.0
RCAP 102	Human Relations	<u>1.5</u>
<b>Total Program Credits:</b>		<b>18.0</b>

## JAZZ STUDIES

### A. JAZZ STUDIES DIPLOMA PROGRAM

### B. BACHELOR OF JAZZ STUDIES DEGREE PROGRAM

#### *Instructional Faculty*

- F. ARDIEL, B.A. (SFU)
- B. COON
- D. DUKE, B.Mus. (UBC), M.A. (U. of North Carolina), Ph.D. (UVic)
- L. FALLS, A.R.C.T. (Toronto), B.Mus., M.Mus. (UBC)
- J. GEE, B.Mus., M.A. (UBC)
- S. GUNN
- C. HANNEY, B.Mus. (UBC)
- A. HAWIRKO
- S. KARP, B.A. (Calif. State U.)
- L. KAARIO, B.Mus. (UBC), M.Mus. (W.Wash.)
- L. KELLETT
- N. KOLESNIKOV, B.A. (Gnessin's Musical College)
- I. KUKURUDZA
- A. LACHANCE
- S. MADDOCK, Dip. (Peel School of the Arts)
- R. MAROIS, B.Mus. (Laval)
- R. MCKENZIE, B.Mus. (UBC), M.Mus. (UBC)
- G. MCNAB, B.Mus. (UBC), M.Mus. (UBC), Coordinator
- K. MOORE
- C. NELSON
- T. NICKELS, B.A. (UCLA)
- P. OLFREY, B.Mus. (U. Manitoba), M. Mus. (Ithaca)
- T. OXBOL, Dip. (Copenhagen)
- M. REVELEY, B.Mus. (UBC), Diploma (Berklee School of Music)
- P. SCHREIBER, B.Mus. (UBC)
- C. SIGERSON
- B. TURNER, B. Mus (W. Wash.), M.Mus. (N. Texas)
- A. WOLD, B.Mus. (UBC), A.R.C.T. (Toronto)

### General Information

Capilano College offers four music programs: a two-year Diploma in Jazz Studies, a two-year Bachelor of

Music Transfer program, and four-year degrees in Jazz Studies and Music Therapy. The degree programs are offered in co-operation with the Open Learning Agency (OLA) with degrees granted by the Open University.

### Jazz Studies Program Mission and Goals

The Bachelor of Music in Jazz Studies is an applied academic degree. The program's mission is to produce graduates with a broad-based academic background and comprehensive abilities in music with jazz as the main focus. As jazz is an eclectic art form that draws upon influences from many different musical genres, graduates will have been exposed to music from diverse cultural sources, historical periods and media. Jazz is an applied art form; therefore, the achievement of specific high standards in vocal and/or instrumental performance, improvisation, composition, and arranging are fundamental goals of the program curriculum. Demonstration of ability in these areas is a qualifying requirement for all graduates.

### Career Opportunities

The **two-year Diploma program** is intended to provide its students with the skills necessary to develop careers as self-employed professionals in the contemporary music industry.

The **four-year Degree program** provides a curriculum which balances and integrates the instruction of jazz, traditional music, and general academic electives to provide an enriched education at the degree level. It is an attractive option for those who wish to pursue music as self-employed professionals, for those who wish to continue their musical development as part of a liberal arts education before pursuing other careers, and for those interested in teaching music in the public school system. Majors in Vocal Performance, Instrumental Performance, Arranging/Composition, and General Studies with an Education Stream are available. Those interested in teaching would enrol in the Education Stream of the General Studies program.

### Facilities

As recording experience has become an essential part of today's musical training, the Jazz Studies program has now integrated multi-track recording into the curriculum. Vocal, instrumental, and arranging/composition students all make use of our multi-track facilities. Composition and arranging students will work with electronic instruments in our Midi Studio.



Computer labs are available to students for supplemental help in ear training, sight reading, and other basic music skills, as well as the printing and recording of theory and arranging assignments.

## Faculty

The Jazz Studies program prides itself in the number and quality of specialized faculty it has on staff. Most instructors are also top professional musicians who bring extensive practical experience to their classes.

## Admission Requirements for First Year (Diploma)

All applicants must:

1. Have Grade 12 graduation or equivalent or mature student status.
2. Demonstrate an adequate knowledge of theory rudiments through a department test.
3. Display a sufficiently high level of performance and sight-reading ability on their concentration instrument (see Auditions).
4. Pass a simple aural aptitude test involving pitch and rhythm matching.
5. Submit two letters of recommendation from music professionals or instructors.

## Admission Requirements for Transfer/Returning Students (Diploma)

All applicants must:

1. Meet the general admission requirements of Capilano College.
2. Display a sufficiently high level of performance and sight-reading ability on their concentration instrument (see Auditions).
3. Take an aural test to determine their basic acceptability and placement within the ear training sequence (see Transfer of Credit).
4. Take a keyboard proficiency test to determine their placement within the class keyboard sequence (see Transfer of Credit).
5. Submit two letters of recommendation from music professionals or instructors.

The auditioning instructor will make recommendations regarding acceptance, eligibility and placement in some performance classes, placement in Private Music Instruction (PMI), and required remedial work.

## Admission Prerequisites for Fourth Year Degree Program

Upon completion of the two-year Diploma in Jazz Studies, students may register as a third-year student in

one of the degree options. Permission to enrol in any major will be based on completion of prerequisite requirements, and the recommendation of the faculty concerned. Continuation in the Vocal Performance, Instrumental Performance and Arranging/Composition majors is subject to review at the end of the third year of studies. Students may be accepted into some upper level courses before the completion of their Diploma on a part-time or probationary basis with the permission of the instructors involved, but official acceptance into the Degree program is necessary before any opportunity to graduate should be anticipated.

Transfer students should not anticipate immediate acceptance into the **degree** program, as there are normally some lower level music courses and/or general electives that must be completed before this can take place. Official acceptance into a major of the degree program can be applied for once the requirements for the two-year Jazz Studies Diploma have been met. (See Graduation Requirements, Two-Year Diploma.)

## Admission Procedures:

1. Submit the Application for Admission to Admissions, Registrar's Office, together with official transcripts of all secondary and post-secondary education.
2. Information meetings, auditions and placement tests are held in May. Please call (604) 984-4951 for meeting times and audition appointments.

## Auditions

Auditions are required for all entrants. Live audition and testing is preferred, but if you cannot attend in person, it is possible to audition by audio or video cassette and write your theory test under local supervision. Contact the Jazz Studies program for more details and specific audition requirements.

Entrance into the Jazz Studies program is competitive as seats are restricted. Applicants are ranked in comparison with others who audition on the same concentration instrument with the entrance year applied for taken into consideration. Providing that all other entrance requirements have been passed, students will be admitted in the order of their ranking until the seats available for that instrument have been filled.

Separate auditions are held for the College Singers, Jazz Choirs, Stage Bands, and Studio Vocal Performance Class. Acceptance into the program does not guarantee acceptance into these ensembles. It is the student's responsibility to sign up for and attend these auditions.

## Transfer of Credit

The Jazz Studies program accepts credits from other post-secondary institutions if they are applicable and have suitable equivalency. Because of the wide variations that exist in approach and emphasis in various music programs, the Jazz Studies program reserves the right to examine for competency according to our course requirements before transfer credit is approved.

Transfer of concentration performance instrument course, keyboard and ear training credit will only be possible up to the placement level determined by the auditioner and keyboard and ear training test results.

Since the Capilano program emphasizes jazz studies and most other Canadian music degree programs provide a study of traditional music, block transfer of courses to other institutions is not available. Several individual courses have, however, been accepted by institutions with similar offerings.

## Special Fees and Expenses

The fees for private music instruction (PMI) will be announced at least one month prior to the beginning of the fall term.

In 1997-98 the fees for PMI were \$430 (\$215 per credit) for the Jazz Studies program and are subject to change without notice. PMI lab fees are \$30.

## Satisfactory Standing

Students considered to be in "Satisfactory Standing" are entitled to pre-register in the next term of the program.

A student who has not maintained a satisfactory standing in a program in any term may be denied permission to register in that program in a subsequent term, or be required to re-audition.

To maintain satisfactory standing, all Jazz Studies students must be enrolled in a full-time course of study (at least nine credit hours) that includes a reasonable number of courses specific to their major (normally three) and must achieve a grade point average above 1.8.

The grade of D in a course, although a minimal pass, is not sufficient to fulfil prerequisite requirements.

Students should refer to the section on academic performance in the College Calendar for further information on "Academic Probation".

In addition, to qualify and continue in the specialized majors, Jazz Studies Degree students are expected to achieve a minimum grade of B- in all courses directly related to that major. These courses are:

## Arranging/Composition

Concentration PMI (Composition)  
All required Theory courses  
Arranging I, II, III, IV  
Rhythm Section Writing

## Instrumental Performance

Concentration PPMI  
Improvisation I, II, III, IV  
All Small Ensembles  
All Large Instrumental Ensembles

## Vocal Performance

Concentration PPMI  
Improvisation I, II  
Vocal Master Class I, II  
Studio Vocal Performance I, II, III, IV  
Vocal Jazz Master Class I, II, III, IV  
All Vocal Ensembles

"C" grades (C-, C, C+) in these courses can only be applied for credit toward the Bachelor of Music in Jazz Studies with the permission of the Jazz Studies Grade Appeals Committee. When unusual circumstances have resulted in lower than expected grades in a student's first semester of a continuing course, instructors may recommend to the Committee that the student be given probationary acceptance into the next semester of the course. If the student fails to achieve a minimum of B- in the next level of the course, no credit for either course can be applied toward the specialized degree.

## A. JAZZ STUDIES DIPLOMA PROGRAM TWO-YEAR DIPLOMA

Students will be awarded a two-year diploma in Jazz Studies upon completion of the first two years of requirements for either the vocal or instrumental concentrations as outlined below. The General Elective credits are only required of those planning on continuing toward a four-year degree. For the purposes of the diploma, MUS. 222 and 223 may be replaced by six credits of Jazz, Music or if approved by the coordinator, General Electives.

Upon demonstration of sufficient piano skills a student may be given advanced placement in Class Piano. These required credits may be replaced with credits from any Jazz, Music or General Electives.



## Program Content

### VOCAL CONCENTRATION

#### FIRST YEAR

FALL	Credits
*ENGL 100 or 102	3.0
JAZZ 103 The Language of Music	3.0
JAZZ 114 Class Piano I	1.0
JAZZ 136 Vocal Master Class I	1.5
JAZZ 184 Sightsinging/Ear Training I	1.5
Large Ensemble	1.0
JAZZ 170 History of Jazz	3.0
PMI. 145 Jazz Voice	<u>2.0</u>
	16.0

#### SPRING

<i>SPRING</i>		<i>Credits</i>
*ENGL 103, 104, 105 or 106		3.0
JAZZ 105	Rhythm Section Writing	1.5
JAZZ 106	Trad. Harmony and Comp.	1.5
JAZZ 107	Jazz Theory and Composition I	1.5
JAZZ 115	Class Piano II	1.0
JAZZ 137	Vocal Master Class II	1.5
JAZZ 185	Sightsinging/Ear Training II	1.5
Large Ensemble		1.0
PMI. 245	Jazz Voice	<u>2.0</u>
		14.5

#### SECOND YEAR

FALL	Credits
*Gen. Elective	3.0
JAZZ 203 Jazz Theory and Composition II	1.5
JAZZ 214 Class Piano III	1.0
JAZZ 236 Studio Vocal Performance I	1.5
JAZZ 238 Vocal Jazz Master Class I	1.5
JAZZ 284 Sightsinging/Ear Training III	1.5
Large Ensemble	1.0
**MUS. 222 Music History	3.0
PMI. 345 Jazz Voice	<u>2.0</u>
	16.0

#### SPRING

<i>SPRING</i>		<i>Credits</i>
*Gen. Elective		3.0
JAZZ 204	Jazz Theory and Composition III	1.5
JAZZ 215	Class Piano IV	1.0
JAZZ 237	Studio Vocal Performance II	1.5
JAZZ 239	Vocal Jazz Master Class II	1.5
JAZZ 285	Sightsinging/Ear Training IV	1.5
Large Ensemble		1.0
**MUS. 223	Music History	3.0
PMI. 445	Jazz Voice	<u>2.0</u>
		16.0

### INSTRUMENTAL CONCENTRATION

#### FIRST YEAR

FALL	Credits
*ENGL 100 or 102	3.0
JAZZ 103 The Language of Music	3.0
JAZZ 114 Class Piano I	1.0
JAZZ 170 History of Jazz	3.0
JAZZ 184 Sightsinging/Ear Training I	1.5
JAZZ 194 Small Ensemble I	1.5
Large Ensemble	1.0
PMI. 1xx	<u>2.0</u>
	16.0

#### SPRING

<i>SPRING</i>		<i>Credits</i>
*ENGL 103, 104, 105 or 106		3.0
JAZZ 105	Rhythm Section Writing	1.5
JAZZ 106	Traditional Harmony and Comp.	1.5
JAZZ 107	Jazz Theory and Composition I	1.5
JAZZ 115	Class Piano II	1.0
JAZZ 185	Sightsinging/Ear Training II	1.5
JAZZ 195	Small Ensemble II	1.5
Large Ensemble		1.0
PMI. 2xx		<u>2.0</u>
		14.5

#### SECOND YEAR

FALL	Credits
*Gen. Elective	3.0
JAZZ 203 Jazz Theory and Composition II	1.5
JAZZ 214 Class Piano III	1.0
JAZZ 282 Improvisation I	1.5
JAZZ 284 Sightsinging/Ear Training III	1.5
JAZZ 294 Small Ensemble III	1.5
Large Ensemble	1.0
**MUS. 222 Music History	3.0
PMI. 3xx	<u>2.0</u>
	16.0

#### SPRING

SPRING		Credits
*Gen. Elective		3.0
JAZZ 204	Jazz Theory and Composition III	1.5
JAZZ 215	Class Piano IV	1.0
JAZZ 283	Improvisation II	1.5
JAZZ 285	Sightsinging/Ear Training IV	1.5
JAZZ 295	Small Ensemble IV	1.5
Large Ensemble		1.0
MUS. 223	Music History	3.0
PMI. 4xx		<u>2.0</u>
		16.0

\*See Academic Course Requirements.

\*\*Degree students must complete MUS. 222, 223 to fulfil their traditional Music History requirement.

## B. BACHELOR OF JAZZ STUDIES DEGREE PROGRAM

### FOUR-YEAR DEGREE

Students must complete all courses outlined in one of the following major areas of study to be eligible for the Bachelor of Music in Jazz Studies degree from the Open University.

These major areas of study may include Jazz or Music electives which should be chosen in consultation with the Coordinator of the program.

Certain courses in the third and fourth years of the degree program are offered on a rotational basis every two years. Be sure to consider the year that these courses are due to be offered when planning your course load for the year. The placement of these rotating courses in your schedule will not necessarily conform to the semester plans presented below. Please take every precaution to ensure that you have all the necessary prerequisites in place when you plan to take them. The courses offered on a rotational basis are subject to change, but presently are JAZZ 410/411, JAZZ 460, JAZZ 370, JAZZ 470, JAZZ 336/337, JAZZ 310, JAZZ 300, MUS. 210/211 and MUS. 218/219.

### MAJOR IN VOCAL PERFORMANCE

#### THIRD YEAR

FALL		Credits
*Gen. Elective		3.0
JAZZ 240	Form and Analysis	1.5
JAZZ 282	Improvisation I	1.5
JAZZ 336	Studio Vocal Performance III	1.5
JAZZ 338	Vocal Jazz Master Class III	1.5
JAZZ 370	Jazz Styles	1.5
Large Ensemble		2.0
PPMI 545	Performance	<u>3.0</u>
		15.5

#### SPRING

		Credits
*Gen. Elective		3.0
JAZZ 241	Counterpoint	1.5
JAZZ 283	Improvisation II	1.5
JAZZ 337	Studio Vocal Performance IV	1.5
JAZZ 339	Vocal Jazz Master Class IV	1.5
JAZZ 470	World Music	1.5
Large Ensemble		2.0
PPMI 629		
or 645	Performance	<u>3.0</u>
		15.5

### FOURTH YEAR

#### FALL

		Credits
*Gen. Elective		3.0
JAZZ 172	Arranging I	1.5
JAZZ 310	Jazz Pedagogy	1.5
JAZZ 410	Conducting I	1.5
JAZZ 460	Commercial Relations	1.5
JAZZ 494	Small Ensemble VII	1.5
Large Ensemble		2.0
PPMI 745	Performance	<u>3.0</u>
		15.5

#### SPRING

		Credits
*Gen. Elective		3.0
JAZZ 272	Arranging II	1.5
JAZZ 300	20th Century Theory	3.0
JAZZ 411	Conducting II	1.5
JAZZ 495	Small Ensemble VIII	1.5
Large Ensemble		2.0
PPMI 845	Performance	<u>3.0</u>
		15.5
<b>Total Credits</b>		<b>124.5</b>

\* See Academic Course Requirements

### MAJOR IN INSTRUMENTAL PERFORMANCE

#### THIRD YEAR

FALL		Credits
*Gen. Elective		3.0
JAZZ 172	Arranging I	1.5
JAZZ 240	Form and Analysis	1.5
JAZZ 370	Jazz Styles	1.5
JAZZ 382	Improvisation III	1.5
JAZZ 394	Small Ensemble V	1.5
Large Ensemble		2.0
PPMI 5xx		<u>3.0</u>
		15.5

#### SPRING

		Credits
*Gen. Elective		3.0
JAZZ 241	Counterpoint	1.5
JAZZ 272	Arranging II	1.5
JAZZ 383	Improvisation IV	1.5
JAZZ 395	Small Ensemble VI	1.5
JAZZ 470	World Music	1.5
Large Ensemble		2.0
PPMI 6xx		<u>3.0</u>
		15.5

### FOURTH YEAR

#### FALL

		Credits
*Gen. Elective		3.0
JAZZ 310	Jazz Pedagogy	1.5
JAZZ 410	Conducting I	1.5
JAZZ 460	Commercial Relations	1.5



JAZZ 494	Small Ensemble VII	1.5
JAZZ /MUS. Electives		1.5
Large Ensemble		2.0
PPMI 7xx		<u>3.0</u>
		15.5
<b>SPRING</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 300	20th Century Theory	3.0
JAZZ 411	Conducting II	1.5
JAZZ 495	Small Ensemble VIII	1.5
JAZZ/MUS. Electives		1.5
Large Ensemble		2.0
PPMI 8xx		<u>3.0</u>
		15.5
<b>Total Credits</b>		<b>124.5</b>

\* See Academic Course Requirements

## MAJOR IN ARRANGING/COMPOSITION

### THIRD YEAR

<b>FALL</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 370	Jazz Styles	1.5
JAZZ	Electives	3.0
Large Ensemble		1.0
JAZZ 271	Music History I	3.0
PMI. 544	Composition I	2.0
**PMI. 5xx	Secondary Requirement	<u>1.0</u>
		14.5

<b>SPRING</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 300	20th Century Theory	3.0
JAZZ 372	Arranging III	1.5
Large Ensemble		1.0
JAZZ 273	Music History II	3.0
JAZZ 470	World Music	1.5
PMI. 644	Composition II	2.0
**PMI. 6xx	Secondary Requirement	<u>1.0</u>
		16.0

### FOURTH YEAR

<b>FALL</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 310	Jazz Pedagogy	1.5
JAZZ 410	Conducting I	1.5
JAZZ 460	Commercial Relations in Music	1.5
JAZZ 472	Arranging IV	1.5
JAZZ/MUS. Electives		3.0
Large Ensemble		1.0
PMI. 744	Composition	2.0
***PMI. 7xx	Secondary Requirement	<u>1.0</u>
		16.0

<b>SPRING</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 411	Conducting II	1.5
JAZZ/MUS. Electives		4.5
Large Ensemble		1.0
PPMI 844	Performance	3.0
***PMI. 8xx	Secondary Requirement	<u>1.0</u>
		14.0
<b>Total Credits</b>		<b>123.0</b>

\* See Academic Course Requirements.

\*\*Arr/Comp students are expected to complete the equivalent of sixth term PMI. on their principal instrument through completion of four terms of secondary PMI. and a jury at a 600-level concentration or through completion of concentration PMI. at the 500 and 600 level OR complete four semesters of PMI. secondary piano.

\*\*\*Students wishing to pursue the Arranging/Composition option will replace JAZZ 271/273 in the second year of the Diploma program with JAZZ 240, 172 and JAZZ 241, 272.

## MAJOR IN GENERAL STUDIES

### THIRD YEAR

<b>FALL</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 172	Arranging I	1.5
JAZZ 240	Form and Analysis	1.5
JAZZ 370	Jazz Styles	1.5
**JAZZ/MUS. Electives		4.5
Large Ensemble		1.0
PMI. 5xx		<u>2.0</u>
		15.0

<b>SPRING</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 241	Counterpoint	1.5
JAZZ 272	Arranging II	1.5
**JAZZ/MUS. Electives		6.0
JAZZ 470	World Music	1.5
Large Ensemble		1.0
PMI. 6xx		<u>2.0</u>
		16.5

### FOURTH YEAR

<b>FALL</b>		<b>Credits</b>
*Gen. Elective		3.0
JAZZ 310	Jazz Pedagogy	1.5
JAZZ 410	Conducting I	1.5
**JAZZ/MUS. Electives		3.0
***JAZZ/MUS. or Non-Music Electives		3.0
Large Ensemble		1.0
PMI. 7xx		<u>2.0</u>
		15.0

<b>SPRING</b>	<b>Credits</b>
*Gen. Elective	3.0
JAZZ 300 20th Century Theory	3.0
JAZZ 411 Conducting II	1.5
**JAZZ/MUS. Electives	1.5
***JAZZ/MUS. or Non-Music Electives	3.0
Large Ensemble	1.0
PMI. 8xx	<u>2.0</u>
	15.0
<b>Total Credits</b>	<b>124.0</b>

Large Ensemble	1.0
PMI. 8xx	<u>2.0</u>
	16.5
<b>Total Credits</b>	<b>130.0</b>

\*\*JAZZ/MUS. Electives: In the General Studies Major, at least six credits must be numbered 300 level or above to fulfil graduation requirements; in the Education Stream at least two credits must be numbered 300 level or above. Note that it may be possible to substitute an upper level MUED course for MUED 106.

\*\*\*Music or Non-Music Electives: General Studies program students may fulfil these requirements through any general, Jazz, Music OR Music Education elective acceptable to the program.

\*\*\*\*These courses are currently not available at Capilano College, and would have to be taken at UBC. Substitution may occur on advisement by UBC Music Education.

## Secondary Music Teaching

Instrumentalists in the Education Stream who wish to enter secondary music teaching should include at least one year of a vocal ensemble and one year of secondary Private Music Instruction (PMI.) in voice in their programs. Suitable Vocal Ensembles would include the Capilano College Community Choir, Capilano Singers, Jazz Choir, and Jazz Vocal Ensemble. Students whose major is a woodwind instrument may substitute secondary vocal PMI instruction for Class Woodwinds; brass majors may similarly substitute secondary vocal PMI for Class Brass, and percussion majors for Class Percussion. Pianists may substitute secondary voice PMI for the four credits of Class Piano normally required for the degree.

## Elementary Teaching

Students interested in elementary teaching should be sure to include three credits of laboratory science, three credits of mathematics and three credits of history or geography. Of all general electives completed, six credits should be in Canadian Studies.

## MAJOR IN GENERAL STUDIES - EDUCATION STREAM

### THIRD YEAR

<b>FALL</b>	<b>Credits</b>
*Gen. Elective	3.0
JAZZ 172 Arranging I	1.5
JAZZ 240 Form and Analysis	1.5
JAZZ 370 Jazz Styles	1.5
***JAZZ/MUS. or Non-Music Electives	3.0
**JAZZ/MUS. Electives	1.5
MUS. 210 Class Woodwinds	1.5
Large Ensemble	1.0
PMI. 5xx	<u>2.0</u>
	16.5

<b>SPRING</b>	<b>Credits</b>
*Gen. Elective	6.0
JAZZ 241 Counterpoint	1.5
JAZZ 272 Arranging II	1.5
***JAZZ/MUS. or Non-Music Electives	3.0
MUS. 211 Class Woodwinds	1.5
Jazz 470 World Music	1.5
Large Ensemble	1.0
PMI. 6xx	<u>2.0</u>
	18.0

### FOURTH YEAR

<b>FALL</b>	<b>Credits</b>
*Gen. Elective	3.0
JAZZ 310 Jazz Pedagogy	1.5
JAZZ 410 Conducting I	1.5
Large Ensemble	1.0
MUS. 218 Class Brass	1.5
****MUED 302/303	
Instrumental/Choral	4.0
Techniques	4.0
PMI. 7xx	<u>2.0</u>
	18.5

<b>SPRING</b>	<b>Credits</b>
*Gen. Elective	6.0
JAZZ 219 Class Percussion	1.5
JAZZ 300 20th Century Theory	3.0
JAZZ 411 Conducting II	1.5
**JAZZ/MUS. Electives	1.5



## SPECIFIC REQUIREMENTS

### Academic Course Requirements

#### \*General Education Requirements

ENGL 100 or 102 and 103, 104, 105 or 106	6.0
Humanities	6.0
Social Sciences	6.0
Science/Math	3.0
Elective	<u>3.0</u>
	<b>24.0</b>

It is expected that all English requirements will be completed before entrance into the third year of the program. Note that the education stream requires 30 credits of general electives.

### Ensemble Requirements

All large ensembles, regardless of the actual number of weekly hours of attendance required, have an assigned unit value of one credit.

A semester profile requiring two credit hours of ensemble is met by enrolment in two separate ensembles.

Students terminating in the two-year diploma program may meet their ensemble requirements through the completion of any four ensemble courses.

Students enrolled in the four year Jazz Studies Degree Program are required to complete a combination of traditional and jazz ensembles to complete their requirements.

### Instrumental Performance Ensemble Requirements

Two semesters of traditional ensembles: These can be met by enrolment in the Capilano College Community Choir or Capilano Singers, or by participation in another approved community ensemble.

Eight semesters of jazz ensemble: Including: Jazz Ensemble I (ENSJ 135), Jazz Choir (ENSJ 105), Instrumental Ensemble (ENSJ 136) and Guitar/Bass Ensemble (ENSJ 220) at the 200 level and above. (Note the Guitar/Bass Ensemble I/II, while a prerequisite, is not acceptable for large ensemble credit in the degree program).

Two additional semesters of either jazz or traditional ensembles.

Piano, guitar and bass performance majors can sometimes substitute other courses to complete their ensemble requirements. This is done through special arrangement with the coordinator of the program.

Percussion students are expected to complete two semesters of traditional ensemble, four semesters of jazz

ensemble, and eight semesters of percussion ensemble. Three of these percussion ensembles can replace the normal improvisation requirement (JAZZ 282/283).

Percussion students wishing to take JAZZ 282/283 must gain permission of both instructors to audition.

### Arranging/Composition Ensemble Requirements

Two semesters of traditional ensembles, four semesters of jazz ensembles, and two additional semesters of either jazz or traditional ensembles. See Major in General Studies Ensemble Requirements.

### Vocal Performance Ensemble Requirements

Two semesters of concert choir: Capilano College Community Choir or the Capilano Singers. (ENSM 100)

Four semesters of jazz choir: Nite Cap or Capital Jazz. (ENSJ 105)

Four semesters of Jazz Vocal Ensemble: (ENSJ 306)

Two additional semesters of either Jazz or Traditional ensembles.

### Major in General Studies Ensemble Requirements

Two semesters of traditional ensembles: These can be met by enrolment in the Capilano College Community Choir or Capilano Singers, or by participation in another approved ensemble.

Four semesters of jazz ensemble, including Jazz Ensemble I (ENSJ 135), Jazz Choir (ENSJ 105) and Guitar/Bass Ensemble (ENSJ 220) at the 200 level or above.

Two additional semesters of ensembles: for instrumentalists these may be Jazz or Traditional ensembles, for vocalists these will be ENSJ 305 and 306.

Percussionists must also participate in four semesters of percussion ensemble; three of these courses can replace JAZZ 282, 283, Improvisation.

### Major in General Studies (Education) Ensemble Requirements

Instrumentalists: Four semesters each of traditional and jazz ensembles.

Vocalists: Two semesters of traditional ensembles, two semesters of ENSJ 305/306, four semesters of jazz ensembles.

(See Major in General Studies for lists of appropriate traditional and jazz ensembles.)

## LABOUR STUDIES

### *Instructional Faculty*

- C. ASKEW, B.A. (W. Ontario), LL.B. (UBC), Member of the B.C. Bar  
E. BEADLE, Cert. (Ins. Ccl of B.C., Ins. Ccl of Wash)  
K. BRAID, B.A. (Mount Allison Univ.), M.A. (SFU)  
T. BYRNE, M.A. (UBC)  
G. COUSTALIN, B.A. (UBC), LL.B. (UBC), Member of the B.C. Bar  
S. DAVIS, B.A., LL.B. (Queen's), Member of the B.C. Bar  
G. FIORILLO, LL.B. (UVic.), Member of the B.C. Bar  
D. GIBSON, B.A. (McGill University), M.A. (Institute of Social Studies, The Hague)  
S. JAMES, B.A. (Carleton University), LL.B. (Osgoode Hall, U. of Toronto)  
F. KENNEDY  
L. KUEHN, B.A., M.A. (Reed College)  
E. LAVALLE, B.Comm., LL.B. (UBC), M.A. (Duke)  
L. MCGRADY, B.A. (Toronto), LL.B. (Man.), Member of the B.C. Bar  
S. O'DONNELL, B.A., M.A. (UBC)  
J. PRICE, Ph.D. (UBC)  
D. ROGERS, Diploma (BCIT)  
S. RUSH, Q.C., B.A. (W. Ontario), LL.B. (UBC), Member of the B.C. Bar  
L. SAVAGE  
J. SAYRE, B.A. (U. of Chicago), LL.B. (Toronto), Member of the B.C. Bar  
T. SILLANTAUS, Dipl. OH&S (BCIT), B.Sc. (U. of Guelph)  
L. SPERLING, B.A. (U. of Wisconsin)  
J. STEEVES, B.A., LL.B. (UBC), Member of the B.C. Bar, Member of the Yukon Bar

### *(Faculty on leave)*

- E. DECKER, B.A. (McMaster)  
S. DIAMOND, B.A. (Hons.) (SFU)  
G. JAMIESON, B.A. (U. Winnipeg), LL.B. (U. Manitoba), LL.M. (UBC), Member of the B.C. Bar  
B. MERRALL, (Diploma) Labour College of Canada  
J. PATTERSON, B.A., M.A., (York) LL.B. (UBC), Member of the B.C. Bar  
B. STRINGER, B.A. (SFU), R.N. (Regina), M.Sc. (McMaster)

### *Research Project*

- C. LIVINGSTONE, B.A. (SFU), M.A. (York Univ.)  
R. FOX

## General Information

The Labour Studies program is committed to meeting the special education needs of B.C. workers, their organizations and the labour movement in general.

Close relations with the labour movement are maintained through the Users' Advisory Committee which is open to representatives of unions who use the program. This hard-working group of representatives actively engages in promoting and developing the program.

Courses in Labour Studies are offered on both a credit and credit-free basis. The fall program is offered in October and November and the spring program in March through May. Each fall and spring special brochures describing the courses to be offered are issued. The brochures are available by contacting the Labour Studies program at 984-4954.

Courses are scheduled in the evening and on selected Fridays, Saturdays and Sundays.

Contact: 984-4954.

## Bursary

The George North Chair was established by friends in memory of this outstanding member of the trade union movement. The award is available to assist with registration costs for union members who wish to attend courses in the Labour Studies program. Union members are first expected to seek sponsorship from their union if they are eligible, before applying for a bursary.

## Courses

- LSP. 100 — Introduction to Economics for Trade Unionists  
LSP. 101 — Labour Economics: Alternatives & Options  
LSP. 105 — Corporate Financial Statement Analysis  
LSP. 109 — Legal Research Skills  
LSP. 110 — B.C. Labour Law  
LSP. 111 — The Canada Labour Code  
LSP. 113 — Public Service Staff Relations Act (PSSRA)  
LSP. 115 — Issues in Occupational Health and Safety  
LSP. 116 — Workers' Compensation Act and the WCB  
LSP. 117 — Introduction to EI Procedures trouble  
LSP. 118 — Human Rights Law  
LSP. 119 — Civil Rights and the Work Place  
LSP. 120 — Politics: Understanding Government Bureaucracy  
LSP. 122 — Politics: Labour Policy in Canada



- LSP. 130 — Sociology of Work
- LSP. 131 — Race and Ethnic Relations
- LSP. 140 — History of the Labour Movement in Canada
- LSP. 141 — Telling Your Union's Story: A Course in Practical History
- LSP. 142 — History of the Labour Movement in B.C.
- LSP. 150 — Women in the Work Force
- LSP. 151 — Leadership Skills, Assertiveness and Advocacy
- LSP. 155 — Indian Land Claims and the Trade Union Movement
- LSP. 160 — Media for Trade Union Education and Organization
- LSP. 161 — Working with Mass Media
- LSP. 162 — Working Culture and History of Labour Arts
- LSP. 163 — Media Workshops
- LSP. 170 — Communications: Public Speaking and Parliamentary Procedures
- LSP. 180 — Stewards' Training
- LSP. 181 — Collective Bargaining
- LSP. 182 — Union Local Administration
- LSP. 190 — Contract Costing
- LSP. 191 — Introduction to Pension Plans
- LSP. 192 — Introduction to Health & Welfare Benefits
- LSP. 210 — Arbitration
- LSP. 216 — Workers' Compensation Appeals – Intermediate Level
- LSP. 226 — Advanced Workers' Compensation – Appeal Preparation & Presentation

## (APPLIED) LANDSCAPE HORTICULTURE PROGRAM

### ONE YEAR CERTIFICATE PROGRAM

#### *Instructional Faculty*

L. KOSKITALO, B.Sc. (U. of M.), Ph.D. (UBC)  
 R. WELSH, Dip. Landscape Tech. (B.C.I.T.)  
 L. SCOTT, Cert. Landscape Horticulture

#### *Support Staff*

Sharon Miletic, Divisional Assistant  
 Lab Supervisor: L. Scott

## Career Opportunities

Graduates of the Applied Landscape Horticulture program find employment in many areas of horticulture including: municipal parks, golf courses, residential and commercial landscape installation and/or maintenance; garden centre sales, nursery and greenhouse operations.

## The Program

The objective of the Landscape Horticulture program is to provide individuals with the basic skills and knowledge prerequisite to beginning a career in landscape gardening and landscape-related industries.

This full-time, eight-month certificate program integrates horticultural theory with practice; the first term emphasizing theory and the second term practical applications.

Due to the popular nature of the program, and its limited enrolment, prospective students are advised to contact the Horticulture department by early April to arrange to attend an early May INFORMATION MEETING. Student/instructor interviews can be arranged at the conclusion of this meeting.

Contact: 984-4947.

## Admission Requirements

1. Grade 10 completion with Grade 12 preferred. Students without proficiency in basic mathematics and English may be required to take an upgrading course.
2. Attendance at an interview. Interviews are held in mid-May. Further interviews may be held in mid-August, if spaces in the program are available. Applicants unable to attend an interview may contact the program coordinator to make alternative arrangements.
3. 19 years of age.
4. A genuine interest in and desire for commencing or continuing a career in horticulture.
5. Reasonable health and physical condition.
6. Successful applicants will demonstrate evidence of development of interpersonal skills and emotional health.

## Special Fees and Expenses

In addition to the program tuition, students will incur further expenses of approximately \$1,600 for books, personal work gear and equipment, certification fees, field trip, conference and membership fees.

## Graduation Requirements

Due to the intense nature of the program, regular full-time attendance is crucial. Students are expected to attend and participate in all classes and program activities. Students with poor attendance may be required to withdraw. Participation in all field trips, including the three-day orientation field trip, is compulsory.

Students must attain a minimum cumulative GPA of 2.0, pass all courses, must possess a valid B.C. pesticide dispenser or applicator certificate, and attain a minimum 60% standing in plant materials, to successfully complete the program.

## Program Content

FIRST TERM		Credits/Lab Hrs	
HORT 101	Introductory Horticulture	5.0	6
HORT 102	Plant Materials I	5.0	0
HORT 103	Growing Media & Fertilizers	2.0	1
HORT 105	Plant Production	2.0	1
HORT 107	P & T Gardens Practicum	0.0	0
HORT 115	Basic Landscape Drafting	<u>1.5</u>	<u>3</u>
		15.5	11

SECOND TERM		Credits/Lab Hrs	
HORT 106	Landscape Irrigation & Drainage	2.0	1
HORT 109	Plant Materials II	4.0	0
HORT 110	Turfgrass Management	3.0	1
HORT 108	Landscape Design	1.5	3
HORT 111	Business Practices	1.0	1
HORT 112	Landscape Installation & Maintenance	5.0	6
HORT 114	P & T Gardens Practicum	<u>0.0</u>	<u>0</u>
		16.5	12

## LEGAL ASSISTANT PROGRAM

### A. TWO YEAR LEGAL ASSISTANT DIPLOMA

### B. LEGAL ASSISTANT CERTIFICATE PROGRAM

#### Instructional Faculty

- L. BAKER, B.A. (UBC), LL.B. (UBC) Teaching Cert. (SFU)  
N. BAWA, B.B.A. (SFU), LL.B. (McGill)  
D. COCHRAN, B.A. LL.B. (UBC), Cert. Ed., M.A. Ed. (SFU)  
M. CRAGG, B.A. Law (Durham), Teaching Cert. (UBC)

- W. ENWRIGHT, B.F.A. M.F.A. (UBC), LL.B. (McGill)  
J. FAIRLIE, B. Mus. LL.B. (UBC)  
S. GREENAWAY, B.Com. (UBC), C.A.  
C. MATTHEWS, B.A. (UBC), LGAS Diploma  
D. PHILLIPS, LGAS Certificate, M.A. Liberal Studies (SFU), Co-ordinator  
M. SPENCE, B.Sc. LL.B. (UBC)  
G. WAUGH, B.A. (Reading), M.A. (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist

#### Support Staff

- L. Larkins, Clerk Typist  
F. Ulker, Clerk Typist  
W. Weberg, Divisional Assistant

## Career Opportunities

A legal assistant, while working under the supervision of a lawyer, is capable of originating work and making decisions. This person has knowledge of both procedural and substantive law. Some examples of work functions are: interviewing clients; drafting pleadings, wills, probate, conveyancing and corporate documents; legal research; file management; assisting in trial preparation.

Graduates of the program will find challenging careers working as legal assistants in law offices, government agencies, and corporate legal departments.

The program has been in operation since 1976 and has a 90% placement rate. (This figure may fluctuate for any one graduating class depending on the economy.)

Contact: 983-7594; E-mail: [lgas@capcollege.bc.ca](mailto:lgas@capcollege.bc.ca)

## Programs

There are two legal assistant programs offered at Capilano College.

1. The Legal Assistant Diploma program. This is a two-year, full-time program designed for people without current legal experience.
- \*2. The Legal Assistant Certificate program. This evening program is designed for people who are presently working in a law office with at least two years legal secretarial or paralegal experience.
- \* The Legal Assistant Certificate program is available as a distance education program.

E-mail: [lgas@capcollege.bc.ca](mailto:lgas@capcollege.bc.ca)



## A. TWO YEAR LEGAL ASSISTANT DIPLOMA

Upon completion of the two-year program, students must complete a six-month practicum under the supervision of a lawyer. Students are paid during this practicum by their employer.

At the end of a successful practicum, the student is eligible for graduation. Faculty work closely with students and with the legal community to assist in obtaining successful practicum placements.

Faculty maintain close contacts with the legal community, and several faculty members are practising lawyers. As well, support is provided by an external Advisory Committee, which provides information on recent developments in the legal community, and offers advice on topics ranging from curriculum changes to graduate placements.

Members of the Advisory Committee include representatives from the Law Society of British Columbia, the Canadian Bar Association, private law firms, a government agency, and crown corporations.

### Admissions Requirements

The successful applicant to the Legal Assistant program should have:

1. two years post-secondary university transfer elective or equivalent prior learning experience
2. work experience in an office setting (highly recommended)
3. good working knowledge of computers.

Applications, together with official post-secondary transcripts must be submitted to Admissions, Registrar's Office. Incomplete applications will not be processed.

Prospective applicants may apply by telephoning 983-7594. Names will be recorded and applicants will receive the formal admission procedure outline. Information meetings may also be held. The coordinators will then review all applications for the 36 seats available in the program. Applicants who meet the program requirements will be invited to have a personal interview.

### Academic Standards

The Legal Assistant program requires students to maintain a cumulative 3.0 grade point average over the four terms. In addition, any student whose grade point average falls below 2.0 will not be permitted to continue in the program. To be eligible to go out on

practicums, students must maintain a cumulative 3.0 GPA.

### Special Fees and Expenses

The student can expect to spend approximately \$1000 per year on books and photocopying expenses. Since regular use of a law library is necessary for research purposes, students should include necessary transportation expenses.

### Two Year Legal Assistant Diploma Program Content

<i>FIRST TERM</i>		<i>Credits</i>
LGAS 150	Intro. to Study of Law	3.0
LGAS 152	Litigation Procedures I	3.0
LGAS 170	Legal Research	3.0
LGAS 176	Legal Office Procedures	3.0
LGAS 252	Torts I	<u>3.0</u>
		15.0
<i>SECOND TERM</i>		<i>Credits</i>
LGAS 151	Intro. to Evidence	3.0
LGAS 164	Litigation Procedures IV	1.5
LGAS 180	Contracts I	3.0
LGAS 254	Torts II	3.0
LGAS 256	Family Law	3.0
CMNS 179	Legal Communications	<u>3.0</u>
		16.5
<i>THIRD TERM</i>		<i>Credits</i>
LGAS 155	Conveyancing Procedures	1.5
LGAS 157	Wills & Probate Procedures	3.0
LGAS 179	Legal Interviewing	3.0
LGAS 181	Contracts II	3.0
LGAS 255	Real Property	3.0
LGAS 264	Insurance Law I	<u>3.0</u>
		16.5
<i>FOURTH TERM</i>		<i>Credits</i>
LGAS 153	Basic Corporate Procedures	1.5
LGAS 172	Legal Drafting I	3.0
LGAS 182	Creditors' Remedies	3.0
LGAS 253	Company Law	3.0
LGAS 262	Litigation Procedures III	3.0
LGAS 265	Insurance Law II	<u>3.0</u>
		16.5
LGAS 199	Practicum	3.0
Diploma Requirement:		67.5

## B. LEGAL ASSISTANT CERTIFICATE PROGRAM

This is a part-time evening program designed for students with at least two years legal secretarial or

paralegal experience who are presently working in a law office.

Those without a legal background or the two years experience may be admitted to a particular course only after consultation with the coordinator. It is the student's responsibility to initiate the contact with the coordinator prior to registration.

Acceptance into a particular course does not mean a student has been accepted into the program as a whole.

The Legal Assistant Certificate program courses usually start in September, although occasionally they may also start in January. Contact the Legal Assistant program area at 983-7594 for registration deadline information.

The requirements for the certificate must be completed within five years of commencing the courses. The five-year period may be extended for one year in exceptional circumstances.

### **(PLA) Prior Learning Assessment**

The Legal Assistant Department is committed to the recognition of prior learning. Prior learning assessment (PLA) recognizes demonstrated learning for credits which have been acquired through life or work experiences. For further information contact the PLA coordinator at Capilano College.

### **Certificate Requirements**

In order to attain the Legal Assistant Certificate students must successfully complete 30 credits. These credits must be chosen from substantive Legal Assistant courses.

### **Legal Assistant Certificate Program Content**

<i>COURSES</i>		<i>Credits</i>
*+LGAS 150	Intro. to Study of Law	3.0
*+LGAS 151	Evidence	3.0
*+LGAS 170	Legal Research	3.0
LGAS 172/174	Legal Drafting I & II	3/3.0
LGAS 179	Legal Interviewing	3.0
* LGAS 180/181	Contracts I & II	3/3.0
LGAS 182	Creditors' Remedies	3.0
LGAS 252/254	Torts I & II	3/3.0
LGAS 253	Company Law	3.0
LGAS 255	Real Property	3.0
LGAS 256	Family Law	3.0
LGAS 264/265	Insurance I & II	3/3.0
LGAS 268	Criminal Law	3.0
LGAS 271	Administrative Law	3.0

\* Courses marked with an asterisk are required courses and must be taken before a student is eligible to receive a certificate.

+ Students wishing to enter the program must first take LGAS 150 and then LGAS 170 before they will be admitted to any course except LGAS 151.

### **Transfer Credits**

Transfer credits will not automatically be given for courses taken at other institutions. Students will be required to demonstrate current knowledge before course exemption will be granted. Requests for transfer credit must be submitted on the "Request for Transfer Credit" form and submitted to the Registrar's Office.

## **LEGAL SECRETARIAL PROGRAM**

### *Instructional Faculty*

N. BAWA, B.B.A.. (SFU), LL.B (McGill)

D. BLANEY, I.D. (UBC), C.P.S., M.Ed. (SFU)

M. CRAGG, B.A. Law (Durham), Teaching Cert. (UBC)

D. PHILLIPS, LGAS Cert., M.A. (SFU)

### *Support Staff*

Lisa Larkins, Clerk Typist

Faye Ulker, Clerk Typist

Wendy Weberg, Divisional Assistant

### **Career Opportunities**

The exacting field of law offers excellent career opportunities for students graduating as legal secretaries.

This very specialized program provides intense training in traditional secretarial skills as well as legal procedural courses including: Civil litigation, wills and probate, corporate law, conveyancing and mortgaging, family and legal office procedures. Upon completion of the program, students find employment in specialized, as well as general, law offices.

Many graduates of the Legal Secretarial program proceed to the Part-time Legal Assistant Certificate program.

The Legal Assistant program requires Option students to have two years work experience as a legal secretary prior to enrolling in the first course. Legal Secretarial program graduates who have achieved a cumulative "B" average and who have obtained employment in a law firm, government law department or corporate law



department are now eligible to enter the Legal Assistant Part-time program. This allows them to further their education in the evening while earning a salary and gaining valuable experience in the legal support field.

## The Program

This nine-month vocational program covers five main areas of law providing a fundamental understanding of the legal system in B.C. Students are trained in legal terminology and procedural rules. They will review relevant legislation, and acquire necessary skills in the formatting and handling of legal documents. Typing, legal office procedures, hands-on computer technology and a two-week legal office work practicum are included in the curriculum.

A Capilano College certificate is granted upon successful completion of the program.

Contact: Applied Business Technology Division,  
984-4959; E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

## Admission Procedures

Students are admitted to the program twice a year, in September and January.

Applications for Admission may be submitted at any time to Admissions, Registrar's Office, together with official transcripts and any other pertinent documents.

To ensure your name is on the list for the Information Meetings held throughout the year, call the Department of Applied Business Technology at 984-4959.

Interested applicants are invited to attend an information meeting. An evaluation of keyboarding speed and English language proficiency will be conducted at this time. During the meeting, an appointment for a personal interview may be arranged.

During your interview, you will have an opportunity to ask further questions, and discuss your qualifications and career goals. Your test results will be reviewed with you at this time. The objective of the personal interview is to assist in selecting applicants who will be most suited to the career of legal secretary.

## Admission Requirements

- Completion of Grade 12 or equivalent or mature student status.
- English language proficiency as demonstrated by the Business English Competency test results.
- Keyboarding at 45 wpm.

Please submit the following material prior to or during the pre-admission interview:

- A resume describing your education, skills, and work experience.
- Transcripts from all educational institutions you have attended
- A letter of recommendation from a former employer or teacher.

## Prior Learning Assessment (PLA)

The Applied Business Technology Department is committed to the recognition of prior learning. Prior learning assessment (PLA) recognizes demonstrated learning for credits which have been acquired through life or work experiences. For further information contact the PLA coordinator at Capilano College.

## Special Fees and Expenses

In addition to registration and tuition fees, students can expect to spend approximately \$1,100 on textbooks and supplies.

## Program Content

<b>FIRST TERM</b>		<b>Credits</b>
LGST 108	Family Law Procedures	1.5
LGST 109	Basic Litigation	3.0
LGST 116	Introduction to the Legal System	1.5
LGST 123	Legal Document Processing on the Microcomputer	3.75
LGST 124	Organizational Behaviour	3.0
CMNS 159	Communications for Legal Secretaries	<u>3.0</u> 15.75
<b>SECOND TERM</b>		<b>Credits</b>
LGST 105	Typing Speed & Skill Development	1.5
LGST 107	Legal Machine Transcription	3.75
LGST 110	Corporate Procedures	3.0
LGST 112	Basic Conveyance & Mortgage Procedures	3.0
LGST 114	Wills & Probate Procedures	1.5
LGST 117	Legal Office Procedures	1.5
LGST 119	Practicum	CIP*
LGST 122	Computer Applications in the Legal Office	<u>3.0</u> 17.25
<b>THIRD TERM</b>		<b>Credits</b>
LGST 119	Practicum	1.5
<b>Total Program Credits:</b>		<b>34.5</b>

\*CIP Course in Progress.

## **MEDIA RESOURCES PROGRAM**

### **A. MEDIA RESOURCES DIPLOMA PROGRAM**

### **B. MEDIA RESOURCES CERTIFICATE PROGRAM**

#### *Instructional Faculty*

- J.V. BIZZOCCHI, B.A. (Michigan), Teaching Cert.  
(Sec.) (Michigan), Video Production (Banff Centre)  
B. DODD, A.A.S. Dip. (Capilano)  
M. DOWDING, Dip. Media Resources (Capilano)  
P. KELLINGTON, Film Studies (UBC), A.A.S. Media  
Spec. Cert. (Capilano)  
A. KLAVER, A.A.S. Dip. (Capilano)  
B. REID, B.A. (Alta.), Advanced Theatre (Banff  
Centre)  
S. ROGERS, B.A.A. (Ryerson)  
M. TAYLOR, Dip. Media Resources (Capilano)  
K. WATT, B.A. (Trent)  
J. WESTENDORP, B.F.A. (UBC)

#### *Support Staff*

- Anne Gilbert, B.A. (SFU) Program Assistant  
Alan Hovden, Program Assistant  
Laurie McLean, B.Sc.(SFU) Program Assistant

#### *Technical Staff*

- Bryan Christie  
Cam Willams

### **Career Opportunities**

In 28 years of operation, the Media Resources program has graduated over 450 students. The majority of these graduates are employed as producers, directors, editors, writers, camera and audio operators, production assistants and equipment managers in video, film, audio, photography, multi-image and multi-media production formats. They work for educational institutions and private companies as well as non-profit organizations. In addition, a number of graduates have set up their own independent production companies.

### **A. DIPLOMA PROGRAM**

FILM, PHOTOGRAPHY, VIDEO, AUDIO and COMPUTERS are vital components of the media mix used in all levels of educational and instructional communication.

The Media Resources program is a two-year program training students for current and developing applications of media technologies. In areas of education, commercial and entertainment media, there is an

increasing readiness to use new techniques to foster learning, growth, and social interaction. Capilano College's Media Resources program prepares students for work and leadership in this growing media resources field.

The core of the program is production training. Students are taught standards of excellence and effectiveness in all forms of educational production work. Basic technical skills are taught in all media areas, and a large number of projects are completed by students during their training. In this way students are prepared for a wide range of practical work possibilities, rather than simply a proficiency in theory.

The program teaches students more than the necessary technical skills. Students learn the critical process of how to work a production through from concept to completion. This involves understanding learning theory and instructional design as well as understanding the particular advantages of each medium.

A major skill that the Media Resources program emphasizes is that of working effectively in groups. Students in this program will have worked in a large number of production groups in a variety of production formats by the time they graduate.

The program's instructional design reflects its practical goals. Workshop methods, hands-on training and field trips are used throughout the program.

The College's training facilities are well equipped. They include a photography studio and lab, an audio recording studio, a television studio, computer workstations and audiovisual production equipment that students can access through the Department's equipment check-out facility.

The Media Resources program consists of four terms of study. New students are admitted each September in a class of 28.

Contact: 984-4940

### **Admission Requirements**

1. 18 years of age.
2. Grade 12 graduation or equivalent or mature student status.
3. Applicants may wish to take some or all of the Media Resources Certificate courses. These courses are designed to give the student an introduction to media and to the Media Resources program. MDIA 065 (Media Studies) is part of the certificate program and is also required for the Media Resources two-year diploma program.
4. Attendance at an information meeting held from November through April.



- Applications for Admission must be submitted to Admissions, Registrar's Office, together with official transcripts of all secondary and post-secondary education.
- Applicants will be contacted for an interview in the January through May period, and if places are available, in August.
- Interviews are conducted until the class is filled.
- Admission is based on general ability, noteworthy experience, previous work, education, interest in and commitment to the Media Resources program. Applicants selected for interviews will be notified of their admission status in writing.

## Special Fees and Expenses

Students may expect to pay approximately \$6,000 for tuition, fees, materials and textbooks during the two-year program.

## Graduation Requirements

In order to graduate from the Media Resources program, the student must successfully complete all the component courses.

## Professional Standards

All Media Resources students are required to adhere to high standards of academic performance and professional behaviour (as described in the booklet *Media Resources Department Guidelines*).

## Program Content

### FIRST TERM

	Credits/Lab Hours	
CMNS 130 Introduction to Media Communications	3.0	
MDIA 100 Intro. to Video Production	3.0	3
MDIA 105 Project Design	1.5	
MDIA 181 Basic Audio Production	3.0	6
MDIA 183 Photographic Production	3.0	6
MDIA 186 Computers in Media Production	3.0	3
MDIA 195 Photography	1.5	0
MDIA 250 Documentary Scriptwriting	1.5	0
	19.5	18

### SECOND TERM

MDIA 150 Intro. to Animation	3.0	
MDIA 172 Video Technology I	1.5	
MDIA 173 Ed. Media Applications: Audio	1.5	
MDIA 182 Advanced Audio Production	3.0	
MDIA 185 Advanced Photography	3.0	6
MDIA 200 Intermediate Video I	3.0	6
MDIA 202 Intermediate Video II	3.0	3
	18.0	15

### THIRD TERM

MDIA 231 Digital Video Post - Production	3.0	
MDIA 271 Educational T.V. Systems	3.0	6
MDIA 300 Advanced Video Production	6.0	3
MDIA 304 Media Applications: Computers	3.0	3
	15.0	12

### FOURTH TERM

CMNS 156 Advanced Media Communications	3.0	
MDIA 263 Production Resources	1.5	6
MDIA 303 Media Specialist in Education and Training	3.0	6
MDIA 299 Major Projects	1.5	0
	9.0	12

### Total

61.5 60

## B. CERTIFICATE PROGRAM

This is a 15-credit certificate that consists of the following courses:

- MDIA 101 — New Media Literacy
- MDIA 102 — Introduction to Photography
- MDIA 156 — Computers in Media
- MDIA 065 — Media Studies, and one academic elective. Students may take one or more of these courses.

## MEDICAL OFFICE ASSISTANT PROGRAM

### Instructional Faculty

- J. CLARK, R.N. (Regina Gen. Hosp.), Teaching Dip. (Univ. of Sask.)
- S. HORN, I.D. (UBC), M.Ed. (SFU)
- S. LIVINGSTONE, R.N., M.A.M.S. (London, Eng.)
- A. SEDKY, B.A., M.A., Ph.D. (Ain Shams, Cairo)
- B. SMITH, B.A., Prof. Teaching Cert. (UBC), TESL Cert.

### Support Staff

- Lisa Larkins, Clerk Typist
- Faye Ulker, Clerk Typist
- Wendy Weberg, Divisional Assistant

## Career Opportunities

The health care industry is one of the largest industries in Canada, and the Medical Office Assistant is a recognized member of the modern medical team.

Graduates of this program have the specialized training required to work in a number of medical settings: receptionist or medical assistant in an office or clinic, or in a hospital as an admitting clerk or department stenographer.

## The Program

This Medical Office Assistant program offers pre-service, specialized education for prospective students which includes:

- Medical terminology and anatomy and physiology
- Pharmacology
- Medical ethics
- Medical transcription
- Medical office procedures
- Aseptic techniques
- Preparation, assisting and follow up of patient for medical examinations
- Specimen collection and basic office diagnostic procedures
- Financial record keeping and computerized medical billing
- A two-week work practicum in the medical field

Contact: Applied Business Technology Division,  
984-4959; E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

## Admission Requirements

Applicants must meet the following admission requirements:

- Completion of Grade 12 or equivalent or mature student status
- 35 wpm keyboarding speed
- Personal interview
- Aptitude for working in a medical setting
- Appropriate English conversation and writing skills
- St. John's Standard First Aid Certificate

All Applications for Admission must be submitted to Admissions, Registrar's Office, together with official transcripts and other pertinent documents.

## Special Fees and Expenses

In addition to tuition and registration fees, students can expect to spend approximately \$1,000 on textbooks and supplies.

## Program Content

<i>FIRST TERM</i>		<i>Credits</i>
CMNS 110	Standard English Usage	3.0
MOA. 100	Medical Document Processing I	3.0

MOA. 105	Medical Administrative Procedures I	3.0
MOA. 107	Clinical Procedures I	1.5
MOA. 109	Anatomy & Related Physiology and Pathology I	3.0
MOA. 111	Medical Terminology I	3.0
MOA. 121	Medical Document Processing II	<u>1.5</u>
		18.0

## SECOND TERM

		<i>Credits</i>
MOA. 102	Keyboarding Skill & Speed Development	1.5
MOA. 103	Medical Machine Transcription	3.0
MOA. 106	Medical Administrative Procedures II	0.75
MOA. 108	Clinical Procedures II and Pharmacology	1.5
MOA. 110	Anatomy & Related Physiology and Pathology II	3.0
MOA. 112	Medical Terminology II	3.0
MOA. 115	Directed Work Experience	1.5
MOA. 122	Computers in Health Care	<u>1.5</u>
		15.75

**Total Program Credits:**

**33.75**

## MUSIC THERAPY PROGRAM

### Instructional Faculty

- P. AVERY, B.A. (York), M.Ed. (Toronto), Registered Psychologist  
 J. BECKOW, B. Mus. (UCLA), Dip. M.T., MTA  
 J. BRODEUR, B.Mus. (Vincent d'Indy) M.A., Ph.D. (P.U.) MTA  
 K. BURKE, B.A. (Antioch), Dip. M.T. (Capilano), MTA  
 R. GURR  
 M. HOWARD, B.M.T. (OUBC), MTA  
 N. MCMASTER, B.A. (UBC), Dip. M.T. (Nordoff & Robbins), MTA  
 E. MOFFITT, B.Mus. (McGill) M.A. (CPU), Dip. Music Therapy (Capilano), MTA  
 K. NICHOLSON, B.M.T. (OUBC), MTA  
 M. RAWSTHORNE, M.Ed. (UBC), R.D.N.  
 J. WATERS, B.A., M.A. (SFU), Ph.D. (SFU)  
 W. WATTS, B.M.T. (OUBC), MTA  
 S. WILLIAMS, B.Mus. (Toronto), M.C.A.T. (Hahnemann) MTA, CMT, Program Coordinator

### Support Staff

- Tim Coffey, Stores Clerk  
 Dorothy Holmes, Receptionist  
 John McMurray, Stores Clerk  
 Carol McQuarrie, Secretary



## BACHELOR OF MUSIC THERAPY — OPEN UNIVERSITY

Graduates of the Capilano College Music Therapy program receive a Bachelor of Music Therapy from the Open University.

Music therapists use the creative process inherent in musical participation to assist individuals and groups to improve their mental, physical and emotional functioning. Music therapists work with deep emotions in special therapeutic programs, run exercise and dance programs, lead choirs, instrumental ensembles and music appreciation groups as they contribute to therapeutic goals. Music therapy is increasingly identified by health care professionals as an effective catalyst for client motivation, stimulation and communication.

### Career Opportunities

Graduates of the program work with all age groups, with a wide range of physiological, cognitive and emotional disorders, in a variety of clinical settings or in private practice. They are trained to work as part of a health care team.

### The Program

The Music Therapy program at Capilano offers the third and fourth years leading to the Bachelor of Music Therapy granted by the Open University. This degree program is designed so that students may enter third year with a variety of backgrounds: music, general arts, education, or nursing etc. All four years may be completed at Capilano College.

This program provides students with the opportunity to gain knowledge and develop competencies in such areas as music therapy and practice; clinical disorders; assessment, planning and intervention; improvisation and music of many eras and cultures; interpersonal skills and group dynamics; basic research, and documentation.

The program blends academic and experiential course work. Students deepen their experience of music, creative expression and the role of the arts. They are encouraged to explore their values, beliefs, feelings and communication patterns, to increase their effectiveness in the field. They have field work in a different setting for each of the four terms, in which they are given increasing responsibility to design, implement and evaluate their own treatment programs, under clinical supervision.

Continuance in the Music Therapy program will be contingent upon an adequate level of personal,

academic and clinical skills as jointly evaluated each semester by the Music Therapy faculty. Music therapy is a helping profession in which music therapists work with clients who are in a state of disability. In the therapist/client relationship, there is an assumption that the therapist is in a well enough state of health and well-being to mediate client difficulties with an appropriate clinical approach. In other words, the therapist must function in clinically suitable ways, be emotionally stable and able to respond generally vis-a-vis the client's needs. The therapist is the helper. The role of the Music Therapy program, in addition to student education, is to safeguard the standards of practice of the professional music therapy community through monitoring student readiness to work with members of the community-at-large who are at risk because of disability, disease, cultural and social deprivation, and otherwise disadvantaged. Safety of clients is essential.

Contact: 984-4951

E-mail: [mtherapy@capcollege.bc.ca](mailto:mtherapy@capcollege.bc.ca)

### Admission Requirements to the Third Year

N.B. For admission requirements to the **first** year, consult the entrance requirements to the Music Department. An interview will also be required with the Music Therapy faculty, however acceptance to the first year does not guarantee acceptance to the third year.

All students entering the **third** year of the Music Therapy program must:

1. Comply with the general College entrance requirements (see Admission and Readmission section of this calendar) and submit an Application for Admission to Admissions, Registrar's Office, together with official copies of all secondary and post-secondary education (if not already on file with the College).
2. Participate in an interview with members of the Music Therapy faculty. Interviews are held in May.
3. Play an audition on his/her concentration instrument, demonstrating technique, repertoire, and musical sensitivity in two contrasting pieces at an advanced level of proficiency.
4. Have completed one full year at the university level of Music Theory, Ear Training and Sight Singing.
5. Have successfully completed at least two years at the university level, including at least six credits of English, six credits of Music History, 12 credits of Psychology \*, (including Introductory Psychology, Developmental Psychology and Psychology Elective), three credits of Human Biology, three credits of Orff and Kodaly Methodology.

6. Have completed nine elective credits.
7. Have some experience with people with special needs.
8. Be able to demonstrate a high level of maturity, integrity, a clinical suitability and readiness to train as a therapist.
9. Have basic guitar and keyboard skills at the level of University Class Piano.
10. Have word processing skills.

\* Abnormal Psychology is offered within the Music Therapy program.

## Graduation Requirements

To obtain the Bachelor of Music Therapy degree candidates must fulfill the admission requirements to third year, complete the 73 credits in the courses outlined below as well as the post basic requirements of the nine- credit internship.

## Accreditation

This course work fulfills the educational requirements for professional accreditation by the Canadian Association for Music Therapy.

A supervised internship is also required before graduation, to fulfil the accreditation requirement for clinical work.

## Program Content

<i>FIRST TERM</i>	<i>Credits</i>
M.T. 320 Improvisation I	1.5
M.T. 330 Basic Clinical Skills	3.0
M.T. 350 The Influence of Music	3.0
M.T. 360 Music Therapy I	3.0
M.T. 364 Disabling Conditions of Adulthood	3.0
M.T. 380 Interpersonal Skills for M.T.	1.5
PMI. 100 Concentration Instrument	2.0
PMI. Secondary Instrument	<u>1.0</u>
	18.0

<i>SECOND TERM</i>	<i>Credits</i>
M.T. 361 Music Therapy II	3.0
M.T. 370 Disabling Conditions of Childhood	3.0
M.T. 391 Practicum I	6.0
M.T. 420 Improvisation II - Guitar	1.0
PMI. 200 Concentration Instrument	2.0
PMI. Secondary Instrument	1.0
PSYC 222 Abnormal Psychology	<u>3.0</u>
	19.0

<i>THIRD TERM</i>	<i>Credits</i>
M.T. 340 Midi Synthesizer Technology	1.5
M.T. 450 The Influence of Music II	1.5

M.T. 460 Music Therapy III	3.0
M.T. 490 Practicum II	6.0
PMI. 300 Concentration Instrument	2.0
PMI. Secondary Instrument	1.0
PSYC 201 Group Dynamics	<u>3.0</u>
	18.0

<i>FOURTH TERM</i>	<i>Credits</i>
M.T. 451 Music & the Creative Arts	1.5
M.T. 461 Music Therapy IV	3.0
M.T. 462 Principles of Research	3.0
M.T. 480 Improvisation III	1.5
M.T. 491 Practicum III	6.0
PMI. 400 Concentration Instrument	2.0
PMI. Secondary Instrument	<u>1.0</u>
	18.0
<b>Total</b>	<b>73.0</b>

## Post Basic Program Requirements

M.T. 510 Internship (compulsory upon completion of all above courses)	9.0
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## Some Music Therapy Practicum Placements

### CHILDREN

North Vancouver School Board  
Children's Hospital  
UBC Bob Berwick Preschool

### PSYCHIATRY

Riverview Hospital  
Westside Community Care Team

### GERIATRICS

UBC Extended Care  
Yaletown House

### PALLIATIVE CARE

Lion's Gate Hospital  
St. Paul's Hospital

### COMMUNITY SETTING

Club Metro  
Burnaby Parks and Recreation



## OFFICE ASSISTANT PROGRAM\*

### \*This is an ESL Program.

*This program is presently under review; the detailed listing of courses and course content may be changed by the time the program is offered in September 1998.*

#### Instructional Faculty

J. GILLESPIE, B.Sc. (SFU)  
M. GIOVANNETTI, B.S.A. (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., M.A. (TESL) (SFU)  
C. GRIEVES, B.Ed., Sec. (UBC)  
S. HORN, I.D. (UBC), M.Ed. (SFU)  
A. SEDKY, B.A., M.A., Ph.D. (Ain Shams, Cairo)  
B. SMITH, B.A., Prof. Teaching Cert. (UBC), TESL Cert.  
K. VICKARS, B.Ed., Lic.Acct. (UBC), C.G.A.  
G. WAUGH, B.A. (Reading), M.A. (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist

#### Support Staff

Lisa Larkins, Clerk Typist  
Faye Ulker, Clerk Typist  
Wendy Weberg, Divisional Assistant

### Career Opportunities

Graduates are finding employment in entry-level positions which include general office assistants, receptionists, accounts payable and receivable clerks.

### The Program

The Office Assistant ESL program is a full-time, nine-month program offered from September to May. This program provides students with training in general office skills, computer applications and English speaking, listening, grammar and composition skills. Students are required to complete a work practicum as part of their training program.

Contact: Applied Business Technology Division,  
984-4959; E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

### Admission Requirements

ESL students who wish to take this program must have a personal interview with the program convenor and must meet these admission criteria:

- Completion of Grade 12 or equivalent or mature student status.

- Minimum of advanced English language skills as demonstrated by SLEP Test results.
- Competent conversational English.

#### FIRST TERM

		Credits
ESL. 062	Advanced Listening and Speaking for Business	3.0
ESL. 067	Advanced Reading and Vocabulary for Business	3.0
OTEC 113	Business English and Communications	4.5
OTEC 143	Introduction to Microcomputer Applications	<u>6.0</u>
		16.5

#### SECOND TERM

		Credits
ESL. 072	College Prep Listening and Speaking for Business	3.0
OTEC 144	Microcomputer Applications	4.5
OTEC 150	Administrative and Business Procedures	3.0
OTEC 211	Business Writing <i>or</i>	
OTEC 212	Business English II	3.0
OTEC 251	Interpersonal Skills	1.5
OTEC 300	Directed Work Experience	<u>1.5</u>
		16.5

#### THIRD TERM

		Credits
Practicum-	continuation of OTEC 300	
	- Directed Work Experience	CIP*
Certificate Requirements		<b>33.0</b>

## OUTDOOR RECREATION MANAGEMENT PROGRAM

#### Instructional Faculty

\*D. BASHAM, DMATP Coordinator  
\*C. BONIFACE, Convenor Outdoor Recreation, B.Sc., PGCE (Birmingham), M.Sc.(SFU)  
C. FISHER, Dip. Outdoor Rec. Mgmt. (Capilano), CPR Instructor, CISSR Wilderness Emergency Response Instructor  
S. FISHER, Dip. Outdoor Rec. Mgmt. (Capilano), CPR Instructor, CISSR Wilderness Emergency Response Instructor  
G. GJERDALEN, B.A. MRM (SFU), APMCP (Capilano)  
C. KILIAN, B.A. (Columbia), M.A. (SFU)  
D. LOBLAW, B.A. (U of T)  
R. McBLANE, B.Ed., M.Ed. (U. of Alberta)  
H. PLUME, CMA, Dip. Accelerated Computer Systems Management (Capilano)

J. ROUSE, DMATP, Convenor, Tourism Mgmt., B.Sc.  
(Mt. Allison U.), Cert. Tourism Mgmt. (Capilano)  
B. WHITE, DMATP, Convenor, Tourism Degree,  
B.A., M.A. (SFU)

## **Bachelor of Tourism Management Degree**

A Bachelor of Tourism Management degree is offered through the Open University in collaboration with Capilano College. The intent of the degree is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry. The degree requirements include core business and tourism foundation courses, general education requirements, specified and elective courses at the upper level, and a number of defined elective credits. The academic credentials earned in the Outdoor Recreation Management diploma satisfy most core business and tourism foundation courses, and elective requirements. Subject to approval from the Open University, Capilano College will be offering all the necessary courses to earn an Open University Bachelor of Tourism Management Degree. For a detailed brochure about the degree, please contact Capilano College at (604) 984-4960 or fax (604) 984-1761.

## **TWO-YEAR OUTDOOR RECREATION MANAGEMENT DIPLOMA**

B.C.'s "super natural" environment is ideal for outdoor recreation, and with the growing tourism business and increase in leisure time for most people, the demand for qualified, well-trained managers in the field of outdoor recreation is expanding rapidly.

Nestled on the forested slope of the North Shore mountains, close to whitewater rivers, wilderness lakes, ocean shoreline, and mountain back country, the College is ideally suited for the challenging two-year program.

The Outdoor Recreation Department is relaxed and informal; however, we set and maintain high academic and outdoor leadership performance standards. Students will appreciate the individual attention College faculty are able to provide.

## **Career Opportunities**

The well-established Outdoor Recreation Management program provides excellent training for a wide range of careers in federal and provincial parks, resorts, social service agencies, adventure tourism, and environmental education. Careful practicum placements and an

increasing variety of career opportunities ensure that graduates readily find employment in the field.

## **The Program**

The curriculum includes several trips into B.C.'s wilderness areas, including backpacking experiences in the Coast Mountains, and West Coast environmental and cultural studies.

Our program has earned an excellent reputation for its top-quality management and technical skills and employment contacts. Over the past two decades, we have expanded our network of practicum placements, keeping us in touch with the latest developments and providing access to career prospects.

Contact: 984-4960; Fax: 984-1761

E-mail: [outdoor@capcollege.bc.ca](mailto:outdoor@capcollege.bc.ca)

## **Admission Requirements**

- Grade 12 graduation or equivalent or mature student status
- Personal interview
- Attendance at Orientation Meeting
- Orientation meetings and interviews are scheduled in the spring. Phone the department for dates and times.
- Applicants must be at least 19 years of age at the date of entry into the program, should have good reading and writing skills, have previous relevant outdoor experience, and must be physically and psychologically prepared for the challenges of the program and the demands of the industry. Students applying for admission should be aware that attitude, field performance and participation are taken into account in the departmental evaluation process.
- Prior to admission, a doctor's certificate of health will be required. All students need to be well equipped with outdoor gear and must be prepared to pay additional costs for field trips.

## **Admission Procedure**

The Application for Admission must be submitted to Admissions, Registrar's Office, together with official transcripts and other pertinent documents.

Please bring the following documentation to your interview:

- At least two letters of reference
- A resume of past experiences



## Program Content

<i>FIRST TERM</i>		<i>Credits/Lab Hrs</i>	
CMNS 154	Communications in Recreation	3.0	
REC. 143	Outdoor Rec. Delivery Systems	3.0	
REC. 152	Environmental Stewardship	3.0	3.0
REC. 156	Intro. to Environmental Studies	3.0	3.0
REC. 157	Applied Field Skills	3.0	
REC. 163	Wilderness First Aid I	3.0	
REC. 169	Landscape Interpretation	3.0	
TOUR 139	Computer Applications in Recreation	<u>3.0</u>	
		<b>24.0</b>	<b>6.0</b>

<i>SECOND TERM</i>		<i>Credits/Lab Hrs</i>	
REC. 144	Outdoor Rec. Program Planning	3.0	3.0
REC. 151	The Outdoor Environment	3.0	3.0
REC. 153	Leisure Issues	3.0	
BMKT 164	Small Bus. Mgmt. I	3.0	
TOUR 111	Tourism: An Industry Perspective	3.0	
	Selective Skills*	no credit	
		<b>15.0</b>	<b>6.0</b>

<i>THIRD TERM</i>		<i>Credits/Lab Hrs</i>	
REC. 178	Human Relations in Recreation	3.0	
TOUR 233	Cross Cultural Issues	3.0	
REC. 252	Environmental Stewardship II	3.0	3.0
TOUR 120	Adventure & Eco-Tourism	3.0	3.0
BMKT 163	Small Bus. Mgmt. II	3.0	
	Selective Skills*	no credit	
		<b>15.0</b>	<b>6.0</b>

<i>FOURTH TERM</i>		<i>Credits/Lab Hrs</i>	
REC. 255	Outdoor Recreation Practicum	<u>9.0</u>	
		<b>9.0</b>	
<b>Total</b>		<b>63.0</b>	<b>18.0</b>

### \*Selective skills

During their time in the Outdoor Recreation Management program students have the opportunity to pursue two skills activities in their particular areas of interest. These selective skills help provide our graduates with work in the outdoor recreation, adventure travel and eco-tourism industries.

## PERSONAL CARE ATTENDANT WORKING FOR PERSONS WITH DISABILITIES PROGRAM

### EIGHT-MONTH CERTIFICATE PROGRAM

See also: Resident Care Attendant, Home Support Attendant programs.

#### Instructional Faculty

T. ADLER, B.A. (Toronto), M.S.W. (UBC)  
L. CUTHBERTSON, B.H.Sc.(O.T.) (McMaster),  
M.Ed.(Brock), Reg. O.T. (BC)  
M. DAYAN, B.S.R. (UBC), Registered Physiotherapist  
J. GIBBS, R.S.W., Coordinator  
M. RAWSTHORNE, M.Ed. (UBC), R.D.N.

#### Support Staff:

Nancy Findlater, Arlene Miller, Receptionists  
Diane Mills, Program Assistant

### Career Opportunities

In response to the trend for people with disabilities to live in the community rather than in an institution, the Personal Care Attendant program prepares students to work with clients of all ages in a variety of community settings. Students are trained to give client-directed personal assistance in order that the individual may achieve the fullest possible participation in society.

Services offered by the graduate Personal Care Attendant differ from the traditional medically-modeled services in many ways:

- service goals are defined by the service user, not the service provider or medical personnel.
- services are oriented towards promoting **maximum independence** for the client in all aspects of life.
- services are directed towards enhancing an individual's present strengths and enabling the development of further strengths.
- services may be provided in a variety of settings.

Because graduates must be prepared to work effectively within the full continuum of available settings, the Personal Care Attendant program prepares students to assist persons with disabilities in a broad range of activities of daily living. The program ensures that students acquire knowledge and master skills necessary to deal with the functional, emotional, social and medical implications of physical disabilities.

Graduates of the program find employment in many areas of the health field including: group homes,

private homes, recreation programs, health care centres, and schools.

## Program

The objective of the program is to provide the student with the basic skills and knowledge required for a career in the Health and Human Services field. This full-time, eight-month certificate program integrates health care theory with practice. Practicum experiences take place in a variety of community health care settings.

Contact: 984-4960

### Graduates receive the following certificates:

1. Personal Care Attendant
2. Home Support Attendant
3. Food Safe
4. WHMIS

Students may take additional courses for a Special Education Teacher Assistant (SETA) Certificate.

PCAD program includes the core courses of the Resident Care Attendant and Home Support Attendant programs.

## Admission Requirements

1. Grade 10 or equivalent, with Grade 12 preferred. Students may be asked to complete a reading comprehension test.
2. Applicants are required to attend an information meeting and have a student/instructor interview prior to acceptance into the program. Interviews are held in April. Further interviews may be held if spaces in the program are available.
3. Applicants must be at least 19 years of age and have a genuine desire to work with disabled people in the Health and Human Services field. Two references are required.
4. Applicants need good physical and mental health, and are required to complete a medical report on a form provided by the College, plus evidence of the absence of active tuberculosis. Some practicum placements require a Criminal Record Check.
5. Students need a valid standard First Aid Certificate which includes C.P.R. throughout the course. The student is responsible for obtaining this and presenting it to the coordinator before the first day of classes. The St. John's Emergency Level Safety Oriented First Aid Certificate or any higher level is acceptable.
6. Applications for Admission must be submitted directly to Admissions, Registrar's Office, together

with official transcripts for all secondary and post-secondary education.

## Graduation Requirements

Attendance: The Personal Care Attendant program courses are intensive; regular attendance is mandatory.

To receive a PCAD certificate students must pass all courses and achieve a minimum of 60% in each graded course in the program and achieve a 75% (B-) average in all theory courses. A student who fails any course may not be allowed to continue in the program.

## Fees and Expenses

The fees are in accordance with the College Calendar for a 30 credit program. The student can expect to spend approximately \$200 on books and supplies. Additional costs will be incurred for a First Aid course, transportation for practicums, and for a Criminal Record Check.

## Program Content

<i>FIRST TERM</i>		<i>Credits</i>
RCAP 100	Health: Lifestyles and Choices	1.5
RCAP 102	Human Relations: Interpersonal Communications	1.5
RCAP 101	Health and Healing: Concepts for Practice	3.0
PCAD 013	Intro to Physical Disabilities	3.0
PCAD 014	Ethics and Values in Health Care	1.5
PCAD 019	Applied Theory: Practicum I	1.5
PCAD 022	Human Relations II	1.5
PCAD 049	Applied Theory: Lab for Personal Assistants	<u>2.0</u>
<b>Total</b>		<b>15.5</b>
<i>SECOND TERM</i>		<i>Credits</i>
HSA. 110	Work Role Concepts in Home Support	1.5
HSA. 112	Special Needs in Home Support	1.5
PCAD 023	Growth and Development	1.5
PCAD 024	Advanced Physical Disability Concepts	3.0
PCAD 029	Applied Theory: Practicum II	6.0
PCAD 059	Applied Theory: Lab for Personal Assistants II	<u>1.0</u>
<b>Term Total</b>		<b>14.5</b>
<b>Program Total</b>		<b>30.0</b>

## Part-time Courses

Part-time courses are available.

## Prior Learning

Credit may be granted for prior learning.



# RESIDENT CARE ATTENDANT PROGRAM

## FIVE-MONTH CERTIFICATE PROGRAM

See also: Personal Care Attendant, Home Support Attendant programs.

### *Instructional Faculty*

T. ADLER, B.A. (Toronto), M.S.W. (UBC)

Coordinator

S. ENGELBERT, B.A., R.N.

B. ESTEY, R.N.

B. MILLER, R.N.

M. RAWSTHORNE, M.Ed. (UBC), R.D.N.

K. TAYLOR, R.N.

### *Support Staff*

Nancy Findlater, Arlene Miller, Receptionists

Diane Mills, Program Assistant

## Career Opportunities

The number of elderly people in our community is increasing, and there is an ever-growing demand for qualified men and women to work full-time or part-time in this field of health care.

Graduates of this full-time program are qualified to work with residents in various continuing care settings, including extended care facilities, intermediate care facilities and Home Support Agencies. The potential for employment is excellent.

Employers may require a Criminal Record check.

## The Program

The College offers a full-time certificate program recognized throughout B.C., designed to provide students with the opportunity to qualify to work with continuing care clients in many different settings.

The program integrates health care theory with practice. Students learn the basics in physical care with a focus on the spiritual and emotional well-being of the resident. Practicum experiences take place in a variety of intermediate care and extended care facilities. All students who are interested in the RCA program must attend an information meeting and have an interview with an RCA instructor.

Two programs are offered each year from September to January, and January to June. In the 98/99 academic year, the August '98 and January '99 programs will be offered in North Vancouver. Applications are considered in October for the January program, and in March or April for the September program.

### *Career/Vocational*

Graduates of the program may transfer some RCA courses to the Licensed Practical Nurse program. RCA graduates can enter the L.C.A. program using the Access program, which is available at some colleges.

Contact: 984-4960

## Admission Requirements

1. Grade 10 or equivalent, with grade 12 preferred. Students may be asked to complete a reading comprehension test.
2. Applicants are required to attend an information meeting and have a student/instructor interview prior to acceptance into the program.
3. Applicants must be at least 19 years of age and have a genuine desire to work with elderly people and their families in the health field. Two written references are required.
4. Applicants need good physical and mental health, and are required to complete a medical report on a form provided by the College, plus evidence of absence of active tuberculosis.
5. Applications for Admission must be submitted directly to Admissions, Registrar's Office, together with official transcripts of secondary and post-secondary education.
6. Criminal Record Check\*

## Graduation Requirements

Attendance: The Resident Care Attendant courses are intensive; regular attendance is mandatory.

Graduation requires a valid standard First Aid Certificate which includes C.P.R. The student is responsible for obtaining this and presenting it to the coordinator before the first day of classes. The St. John's Emergency Level Safety Oriented First Aid Certificate or any higher level is acceptable.

Students must obtain a B- (2.67 GPA), with completion of all courses in the program.

## Fees and Expenses

The fees are in accordance with the College Calendar. The student can expect to spend approximately \$200 on books and supplies. Additional costs will be incurred for a First Aid course, transportation for practicums, and for a Criminal Record Check.

\* Clinical placements require a criminal record check. The student must present this to the coordinator before the first day of classes.

## Program Content

<i>FIRST TERM</i>		<i>Credits</i>
RCAP 100	Health: Lifestyle and Choices	1.5
RCAP 101	Health and Healing: Concepts for Practice	3.0
RCAP 102	Human Relations: Interpersonal Communications	1.5
RCAP 110	Work Role Concepts in Resident Care	1.0
RCAP 111	Applied Theory: Lab and Clinical Practicum in Resident Care	7.0
RCAP 112	Special Needs in Resident Care	<u>3.0</u>
		17.0
<i>SECOND TERM</i>		<i>Credits</i>
RCAP 113	Applied Theory: Clinical Practice	<u>4.0</u>
<b>Total Program Credits</b>		<b>21.0</b>

## STUDIO ART PROGRAM

Studio Art is a department within the Visual and Performing Arts Division. Other art programs in this Calendar include Textile Arts, Graphic Design and Illustration, and Commercial Animation.

### *Instructional Faculty*

M. BOWCOTT, A.O.C.A. (Ontario), M.A. (R.C.A. London)  
N. BOYD, B.A. (Waterloo)  
B. COGSWELL, N.D.D. (Hammersmith) (R.C.A.)  
W. EASTCOTT, Sr. Cert. (V.S.A.) (R.C.A.)  
J. JUNGIC, B.A., M.A. (UBC)  
S. KWAN (E.C.C.A.D.)  
D. NEAVE, B.A. Hons. (Manchester), M.A. (UVic)  
G. RAMMELL, (E.C.C.A.D.)  
C. WILLIAMS, B.A. (SFU), M.A. (Leeds)

## General Information

Studio Art offers a program of studies leading to a two-year diploma.

Studio Art has a limited number of openings in many of its courses for part-time study. It also offers individual credit courses in Art Institute advanced studies. See *Art Institute in the Post-graduate programs section of this Calendar*.

## The Program

The Studio Art program at Capilano College provides a thorough, high quality foundation in the fundamentals of art. It enables students to make informed decisions regarding future career choices and enables them to prepare high quality portfolios to aid them in gaining

acceptance to the advanced art and design programs of their choice. Graduates of the Studio Art program usually complete their education at university, art school or in a college design program.

The Studio Art program provides studio experiences in 2-D Studies, 3-D Studies and Drawing and courses in Visual Literacy, Art History, and English.

Through exposure to a broad range of concepts, materials, techniques, and processes, students are assisted in developing personal interests, directions, and creative maturity. The emphasis of the program is on preparing students to function effectively within the context of current thought and practice within the fine arts, while preparing them for further studies in art and design-related fields. Because the program also exposes students to creative thinking and problem-solving, it may also serve as a foundation for further general education.

*Contact: Art Department, 984-4911*

## Part-time Courses

There are a limited number of positions open in many of the credit courses offered in Studio Art. These courses may be credited toward either a Diploma in Studio Art, a Diploma in Academic Studies or a Diploma in General Studies, depending on the student's educational objectives. For Diplomas other than Studio Art, see Graduation section in this Calendar.

Students taking Studio Art courses must be available for the labs attached to Ceramics, Sculpture and Printmaking which take place on the afternoon of scheduled classes. Students must ensure that courses taken outside of Studio Art will not conflict with these labs.

The Department encourages students to take both terms of any given discipline (i.e. both Drawing I and II) in the interests of effective university transfer status. The program will pre-register returning part-time students into spring term courses.

## Career and Educational Opportunities

The fields of further study listed below lead to specific career or job opportunities. It is recommended that an education in these specific careers should follow a high quality broad art foundation such as that offered by Studio Art. Students may find they need to study out of the province to pursue these educational goals.

FINE ARTS: sculptor, printmaker, painter

GALLERIES AND MUSEUMS: curator, restorer, illustrator



INDUSTRY: industrial, interior, furniture designer

CRAFTS: ceramic, textile, jewellery artist

ILLUSTRATOR: fashion, medical, advertising, publishing

ARCHITECTURE: model maker, renderer, restorer

EDUCATION: instructor, art therapist, consultant

Students who study full-time or part-time and acquire either a Diploma in Studio Art or a Diploma in Academic Studies (including art courses) should find that educational opportunities exist in these and other fields.

## Admission Requirements

Students interested in study with the Studio Art program should contact the Art Department at 984-4911 or write to: The Art Department, Capilano College, 2055 Purcell Way, North Vancouver, B.C. V7J 3H5

### FULL-TIME STUDENTS

Completion of Grade 12 or equivalent or mature student status required.

Applicants are admitted on the basis of an interview and portfolio presentation. The candidate decides on the nature and scope of work presented, but should provide a representative picture of past and current artistic activities.

In addition to completed work and sketchbooks, research material and preliminary studies should be included wherever possible. Slides, photographs or any other supporting evidence may also form part of the portfolio. *It is not necessary for prospective students to mount work for the portfolio, since the quality of work is more important than the presentation.*

### PART-TIME STUDENTS

Applicants may be eligible to take courses where space is available. A few places are available for part-time students in all courses. Before the end of April, interested applicants should contact the Art office at 984-4911 regarding portfolio interviews. Students wishing to register into the open Drawing classes may do so during the normal registration period, space permitting.

## Application Procedure

Prior to the portfolio interview, all applicants must supply the following documentation to the Registrar's Office by the end of April:

- Completed Capilano College Application for Admission
- Secondary and post-secondary transcripts (indicating 6 credits Eng. 100 if applicable).
- Certificate of English Language Assessment test (ELA) or Test of English as a Foreign Language (TOEFL), if applicable.

**APPLICANTS MUST PHONE THE ART DEPARTMENT AT 984-4911 BEFORE THE END OF APRIL TO ARRANGE A PORTFOLIO INTERVIEW FOR EARLY MAY.**

*Please return your Studio Art questionnaire to the Art Department Office (AR 202) prior to your interview.*

## Special Fees and Expenses

Although the Studio Art Department can supply some of the materials required for the courses, the student can expect a financial outlay for some basic supplies, as indicated in the course outlines.

## University Transfer

All Studio Art courses are university transferable to many other institutions. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for more information.

All Studio Art courses include the following: slide/lectures, demonstrations, individual and group critiques, field trips and guest artist speakers.

## Program Content

	Credits
Major Program Requirements	60
<b>FIRST TERM</b>	<b>Credits / Lab Hrs</b>
AHIS 104 Intro. to Visual Literacy I	3
SART 150 Drawing I	3
and 3 of the following:	9
SART 163 3-D Studies - Ceramic Art I (3)	3
SART 167 3-D Studies - Sculpture I (3)	3
SART 171 2-D Studies - Painting I (3)	
SART 182 2-D Studies - Printmaking I (3)	1.5
	15

<b>SECOND TERM</b>		<b>Credits /Lab Hrs</b>
AHIS 105	Intro. to Visual Literacy II	3
SART 151	Drawing II	3
and 3 of the following (with prerequisites):*		9
SART 165	3-D Studies - Ceramic Art II (3)	3
SART 172	2-D Studies - Painting II (3)	
SART 174	3-D Studies - Sculpture II (3)	3
SART 183	2-D Studies - Printmaking II(3)	1.5
		15

<b>THIRD TERM</b>		<b>Credits /Lab Hrs</b>
AHIS 210	History of Modern Art (19th Century)	3
SART 262	Drawing III	3
and 3 of the following (with prerequisites):*		9
SART 250	2-D Studies - Painting III (3)	
SART 257	3-D Studies - Sculpture III (3)	3
SART 273	3-D Studies - Ceramic Art III (3)	3
SART 282	2-D Studies - Printmaking III (3)	1.5
		15

<b>FOURTH TERM</b>		<b>Credits /Lab Hrs</b>
AHIS 211	History of Modern Art (20th Century)	3
SART 263	Drawing IV	3
and 3 of the following (with prerequisites):*		9
SART 255	2-D Studies - Painting IV (3)	
SART 265	3-D Studies - Sculpture IV (3)	3
SART 274	3-D Studies - Ceramic Art IV (3)	3
SART 283	2-D Studies - Printmaking IV (3)	1.5
		15

\* Where scheduling permits, second-year students may elect to drop one of their three selected disciplines, then pick up both terms of the first year discipline not previously studied.

All studio courses include slide/lectures, demonstrations, individual and group critiques, field trips and guest artist speakers.

### English Requirement

Six credits of English are required as prerequisite to Studio Art, and therefore to receiving a Studio Art Diploma. A student accepted into the program without the English requirements must complete the two English courses prior to applying for a Studio Art Diploma.

Students who complete all of the major program requirements but fail to take English will be granted a Diploma in General Studies.

## TEXTILE ARTS PROGRAM

The Textile Arts Program is a department within the Visual and Performing Arts Division. Other art Programs in this Calendar include Studio Art, Graphic Design and Illustration, and Commercial Animation.

### Instructional Faculty

N. BOYD, B.A. (Waterloo)  
K. HOLLAND, Dip. (Johannesburg School of Art)  
E. JUSTMANN, B.A. (Debuque, Iowa), M.Ed. (Arts) (McGill)  
A. MALLINSON, (Westdean College, Sussex, England)  
L. RICHMOND, Teach. Cert. (Trent Park, London, Eng.) M.Art Ed. (W. Wash. U.)  
R. SCHEUING, B.F.A. (Nova Scotia College of Art & Design)  
P. SINGER, B.A. (Sir George Williams), M.F.A. (Concordia)

### General Information

The Textile Arts program offers a full-time, two-year program leading to a Diploma.

It also offers a one-year Advanced Textile Arts Certificate program.

The Textile Arts program also offers the following part-time professional courses: Professional and Business Skills in Arts and Crafts and Instructional Skills in Arts and Crafts. It also offers occasional evening part-time courses.

Contact: Ruth Scheuing, Coordinator, 986-1911, ext. 2008

### The Program

Students learn about textile arts by exploring many different processes and by studying historical and contemporary works.

The core content of Weaving and Textile Surface Design is complemented by courses in Drawing, Design, Visual Literacy, Communications and Textile History. A new course in "Professional and Business Skills in Arts and Crafts" provides students with information and hands-on experience that will facilitate entering a professional career. A critical and analytical approach to their own work will enable graduates to be proficient in a range of professional activities.

Gallery and studio visits, as well as guest lectures by visiting artists and other professionals working in textiles or related areas augment regular teaching



sessions. They show distinct approaches to an artist's work and also provide practical information on how careers are built.

Optional two-week practicums with artists, crafts people, related businesses or organizations take place in May, after the end of the school term. They provide a useful work experience for students in the Textile Arts program.

## Career Opportunities

Past graduates are working professionally as artists, crafts people or designers in fashion or interior design. Some graduates have found employment in film or theatre productions or work for arts organizations or related businesses.

The Textile Arts program can also be a stepping stone toward further studies in degree granting programs and previous students have transferred to institutions across Canada and the USA to pursue studies in Visual Arts, Design, Fashion, Textile Conservation and Aboriginal Arts. Options also exist to combine Textile Arts with studies in academic areas such as Anthropology and Art History.

Textile Arts form an important aspect of the cultural life in any community and many ways exist to apply the skills learned and build a professional career.

Instructional Skills in Arts and Crafts teaches students who are already experienced in their chosen crafts or arts discipline. The focus is on instructional skills, human relations, and adaptation techniques for people with special needs. A two-week practicum offers practical experience. *(This program is currently undergoing some changes and will not be offered in 1998.)*

## Admission Requirements

### Textile Arts Diploma Program

Completion of Grade 12 or equivalent or mature student status.

Prospective students are admitted on the basis of an interview. No previous experience in textile arts is required. Students should bring up to 20 pieces of work to the interview. Any combination of media are accepted, such as textiles, painting, photographs, ceramics, drawing etc. Slides or photographs can be shown instead of actual works.

Students without previous art background, but with suitable academic experience will also be considered.

## Advanced Textile Arts Certificate Program

A two year Diploma in Visual Arts or equivalent studies with courses in the following areas for a combined total of 24 credits: Painting, Photography, Printmaking, Sculpture, Ceramics, Weaving, Surface Design and Fashion Design.

In addition, six credits in **each** of the following areas are also required: Design, Drawing, Art History or Visual Literacy, English or Communications.

Students also need to show a portfolio and come for an interview to be admitted. No previous experience in textile arts is required.

Students who miss some prerequisites may be admitted into the advanced program on condition that they take the missing courses before graduating.

Although this is primarily a full-time program, some part-time options may be possible with the coordinator's approval.

## Application Procedures

Contact the Art Department prior in March/April to arrange an interview. Some additional interviews may be scheduled in August, space permitting. Evening interviews are available. Send the following documentation to the Registrar's Office, prior to May 1.

- Completed Capilano College Application for Admission
- Secondary and post-secondary transcripts
- Official copies of English Language Assessment (ELA) Test or Test of English as a Foreign Language (TOEFL), if applicable
- Questionnaires

## Transfer Credits

Courses marked with an asterisk (e.g. AHIS 105\*) carry transferability to UBC, SFU, UVic and other academic degree-granting institutions. Other courses can be transferred to programs which include textile arts in their curriculum.

Students should understand that advanced standing in any institution is usually based on an interview and a portfolio submission, as well as credits. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide or contact the Art Department for more specific information.

## Special Fees and Expenses

Some materials needed for the courses are supplied and are covered by a supply fee. In addition, students should expect an outlay for midterm, final projects, basic supplies, and textbooks.

## Program Content

	<i>Credits</i>
Major Program Requirements	42.0
General Education Requirements	<u>18.0</u>
	60.0

### FIRST TERM

	<i>Credits</i>
AHIS 104* Intro. to Visual Culture I	3.0
CMNS 120 Effective Writing & Speech or a 100-level English course	3.0
TXTL 158 Design I	3.0
TXTL 160 Textile Surface Design I	3.0
TXTL 168 Weaving I	<u>3.0</u>
	15.0

### SECOND TERM

	<i>Credits</i>
AHIS 105* Intro. to Visual Culture II	3.0
TXTL 178 Design II	3.0
TXTL 154 Introductory Drawing I	3.0
TXTL 161 Textile Surface Design II	3.0
TXTL 169 Weaving II	<u>3.0</u>
	15.0

### THIRD TERM

	<i>Credits</i>
AHIS 231* History of Textile Art	3.0
CMNS 153 Communications & the Arts or a 100-level English Course	3.0
TXTL 267 Weaving III	3.0
TXTL 284 Textile Surface Design III	3.0
TXTL 290 Precision Dyeing	<u>3.0</u>
	15.0

### FOURTH TERM

	<i>Credits</i>
AHIS 232* Aspects of Textile Art	3.0
TXTL 153 Introductory Drawing II	3.0
TXTL 268 Weaving IV	3.0
TXTL 285 Textile Surface Design IV	3.0
TXTL 230 Professional and Business Skills in Arts and Crafts	<u>3.0</u>
	15.0

## Advanced Textile Arts Certificate

	<i>Credits</i>
Major Program Requirements	24.0
General Education Requirements	<u>6.0</u>
	30.0

### FIRST TERM

	<i>Credits</i>
TXTL 384 Surface Design V	4.5
TXTL 367 Weaving V	4.5
AHIS 231 Textile History or Art History	3.0
TXTL 290 Precision Dyeing	<u>3.0</u>
	15.0

## SECOND TERM

	<i>Credits</i>
TXTL 384 Surface Design VI	4.5
TXTL 368 Weaving VI	4.5
AHIS 232 Textile History or Art History	3.0
TXTL 230 Professional and Business Skills in Arts and Crafts	<u>3.0</u>
	15.0

## TOURISM MANAGEMENT CO-OP PROGRAM

### A. TOURISM MANAGEMENT CO-OP DIPLOMA PROGRAM

### B. BACHELOR OF TOURISM MANAGEMENT DEGREE

#### Instructional Faculty

- D. BASHAM, Coordinator, DMATP  
 B. CAMPBELL, GNI  
 G. FANE, B.Sc., M.B.A., C.M.A.  
 G. GJERDALEN, B.A. (SFU), ACMCP (Capilano),  
 MRM (SFU)  
 W. INGLIS, B.A. (UBC), Dip. Marketing (U. of M.)  
 C. KILIAN, B.A. (Col.), M.A. (SFU)  
 R. McBLANE, B.Ed., M.Ed. (Alberta)  
 J. PENDYGRASSE, B.Sc., Teacher's Cert. (Manitoba),  
 Tour. Mgmt. Cert. (Capilano), DMATP  
 H. PLUME, CMA, Dip. Accelerated Computer  
 Systems Management (Capilano)  
 J. ROUSE, B.Sc. (Mt. A.), Tour. Mgmt. Cert.,  
 (Capilano College), DMATP, Coordinator  
 S. STANGER, BPE (UBC), Dip. Human Resources  
 (BCIT)  
 B. WHITE, B.A., M.A. (SFU), DMATP

Contact: 984-4960; Fax: 984-1761

E-mail: [tourism@capcollege.bc.ca](mailto:tourism@capcollege.bc.ca)

### A. TOURISM MANAGEMENT CO-OP DIPLOMA PROGRAM

Capilano College's accelerated Tourism Management Co-op program is on the leading edge of tourism education. Our mission is to train students in the management skills necessary for the successful operation of travel generators, including resorts, adventure tourism, attractions, conferences, and special events. Marketing, research and entrepreneurial skills in tourism business are also emphasized. Recognition of our curriculum by the Pacific Rim Institute of Tourism provides access to industry certification.



Intensive technical skills courses, contact with the industry, and a four and a half month supervised co-op work term encourages a professional attitude to the industry. The program's pragmatic business approach combined with creative teaching promises a rewarding educational investment for students.

Capilano College Tourism Management offers top quality faculty, a beautiful campus, and an exciting learning environment.

If you are actively considering a career in tourism and think you have what it takes to be successful as a professional in the field, give us a call!

## B. BACHELOR OF TOURISM MANAGEMENT DEGREE

A Bachelor of Tourism Management degree is offered through the Open University in collaboration with Capilano College. The intent of the degree is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry. The degree requirements include core business and tourism foundation courses, general education requirements, specified and elective courses at the upper level, and a number of defined elective credits. The academic credentials earned in the Tourism Management Co-op Diploma satisfy most core business and tourism foundation courses, and elective requirements. Subject to approval from the Open University, Capilano College will be offering all the necessary courses to earn an Open University Bachelor of Tourism Management Degree. For a detailed brochure about the degree, please contact Capilano College at (604) 984-4960 or fax (604) 984-1761.

### Admission Requirements for the Diploma

In order to be considered, applicants should have sound reading and writing skills, and ideally some tourism industry work experience. Previous post-secondary education is a definite asset. Call the Tourism Department in August or September for dates of the information meetings and follow-up interviews.

### Interview Procedure

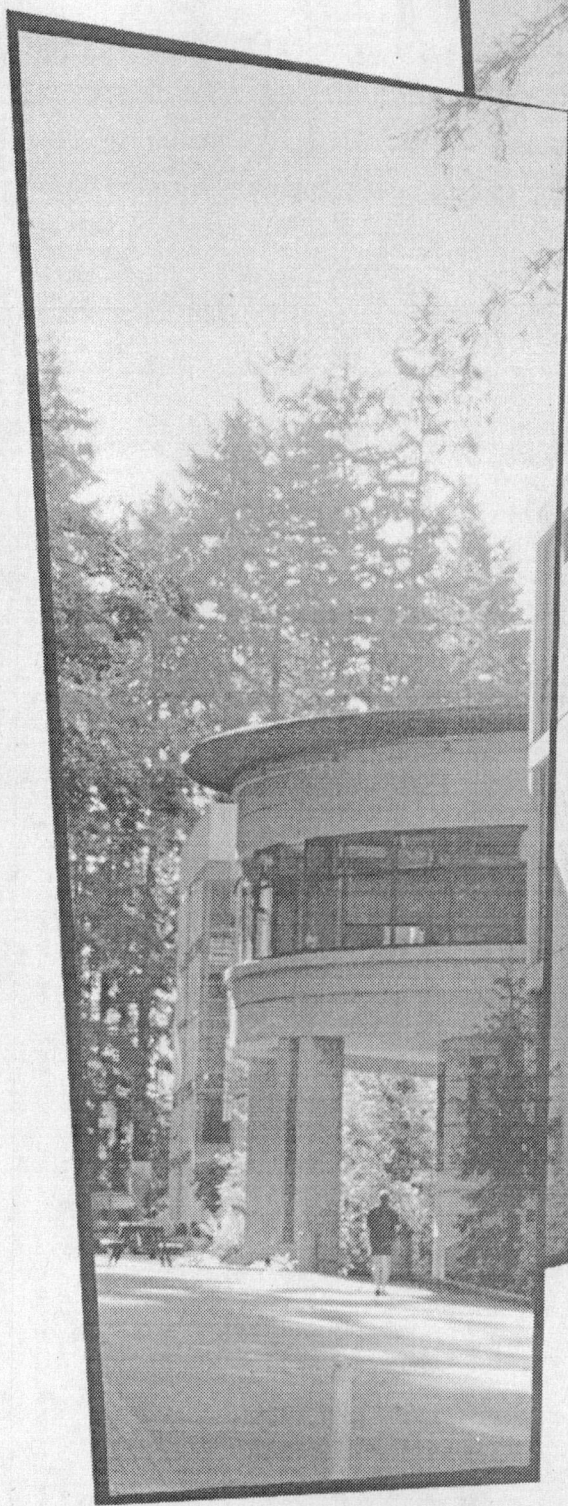
Please bring the following documentation to your interview.

- At least two letters of reference
- High school or post-secondary education transcripts
- A resume of past experiences

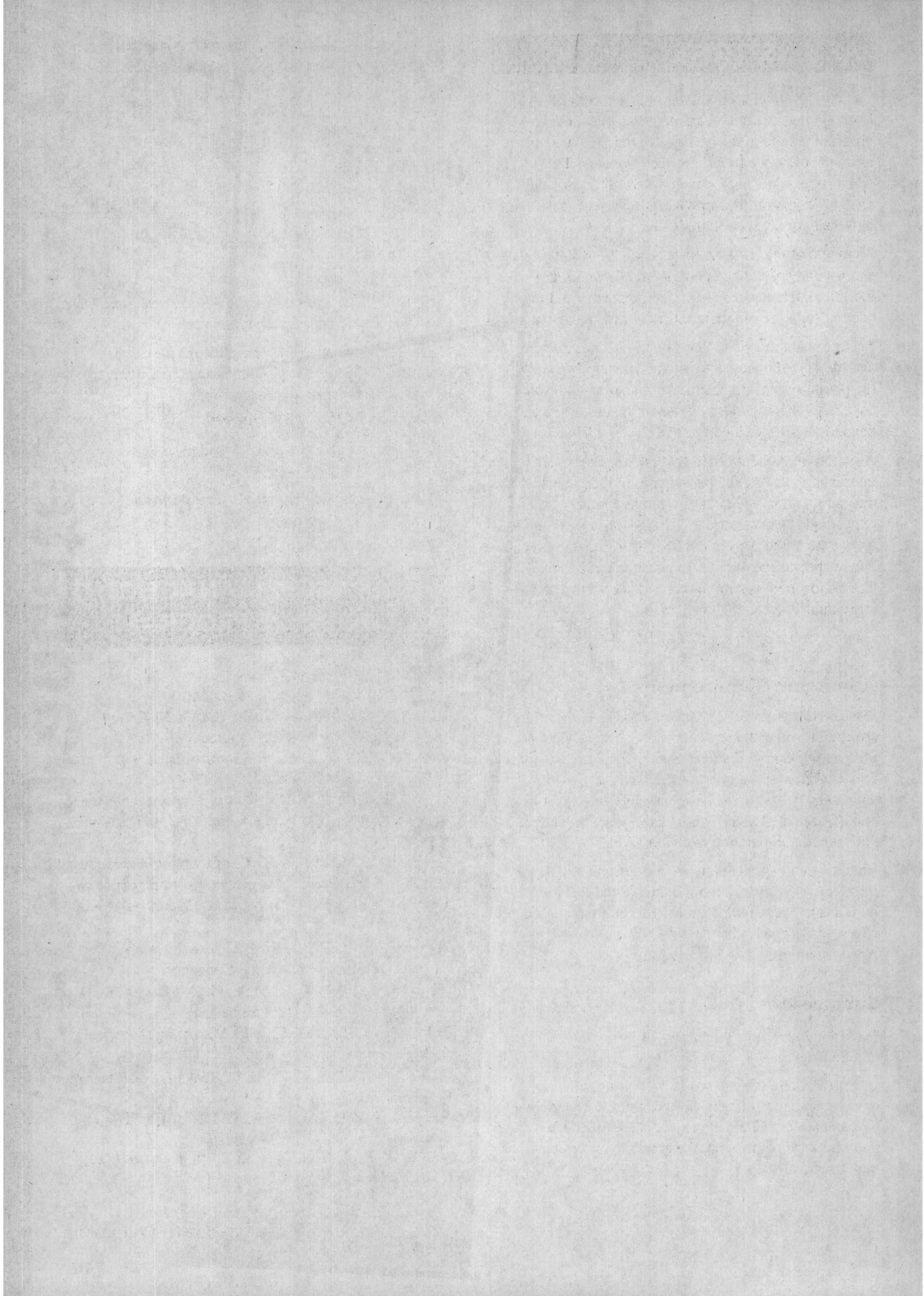
## Program Content

<i>TERM 1 (January to April)</i>		<i>Credits</i>
CMNS 154	Communications in Recreation and Tourism	3.0
TOUR 100	Tourism Co-op Preparation	1.5
TOUR 111	Tourism: An Industry Perspective	3.0
TOUR 112	Tourism Marketing	3.0
TOUR 113	Human Resource Management in Tourism	3.0
TOUR 131	Tourism Product Development	3.0
TOUR 139	Computer Applications in Tourism I	<u>3.0</u>
<b>Total</b>		<b>19.5</b>
<i>TERM 2 (May to September)</i>		<i>Credits</i>
TOUR 130	Co-op Work Term	
<b>Total</b>		<b>10.5</b>
<i>TERM 3 (September to December)</i>		<i>Credits</i>
TOUR 116	Financial Planning in Tourism I	3.0
TOUR 118	Special Events as Tourism Generators	3.0
TOUR 120	Adventure and Eco-Tourism	3.0
TOUR 123	Tourism Advertising	3.0
TOUR 127	Tourism Resource and Community Planning	3.0
TOUR 239	Advanced Computer Applications in Tourism	<u>3.0</u>
<b>Total</b>		<b>18.0</b>
<i>Term 4 (January to March)</i>		<i>Credits</i>
TOUR 114	Organizational Behaviour in Tourism	3.0
TOUR 125	Financial Planning in Tourism II	3.0
TOUR 231	Tourism Research and Consultancy	3.0
TOUR 232	International Tourism Policy and Planning	3.0
TOUR 233	Cross Cultural Tourism	<u>3.0</u>
<b>Total</b>		<b>15.0</b>
<b>Program Total</b>		<b>63.0</b>

# Post-graduate







## ART INSTITUTE

The Art Institute, specializing in Sculpture and Printmaking, is a one-year, post-graduate certificate program unique in the college system. Comparable to artist-in-residence programs, the Institute offers advanced studies to artists with several years experience in sculpture or printmaking, or to recent college, university or art school graduates.

Members of the Institute have access to well-equipped studios and specialized equipment, plus auxiliary facilities such as a darkroom, computer lab and media centre. Supplies and materials are available at cost.

Lectures, seminars and tutorials feature guest artists and faculty who are professionals in their fields. With the permission of the instructor, and at no additional cost, members may also pursue individual research beyond the one-year certificate.

A major component of the Institute experience is the interchange among the participants, which may include critiques, encouragement of work in progress, or exposure to new materials. Along with providing the artist with studio space, the Institute offers the expertise of special speakers and workshop experiences. The atmosphere is stimulating and supportive of the individual's aesthetic development.

*Contact: Art Department, 984-1911*

### Admission Requirements

Completion of art school diploma or BFA studies are required to enter this program. Exceptional students with equivalent work experience may be accepted at the discretion of the instructors. Note that it is not absolutely necessary to be specifically proficient in the chosen area of study. Parallel experience would be considered, i.e. painting to printmaking.

Enquiries and applications are accepted at any time throughout the year, although the normal registration periods are May and December for the first and second terms, respectively. Phone 984-4911 by the end of April for an interview in early May.

### Submissions

1. Resume — to include pertinent travel and other life experiences.
2. Portfolio — original works where possible; however, slides, photographs or other printed material will be acceptable. Where appropriate, and with the coordinator's permission, the portfolio requirement may be waived.

3. Proposal — an outline of the anticipated directions of work. This should be as specific as possible.

Submissions should be addressed to:

The Art Department  
Capilano College  
2055 Purcell Way  
North Vancouver, B.C.  
V7J 3H5  
Tel. 984-4911

### Fees

The 1997/98 tuition fees for the Art Institute were \$678 per term. There are two terms per year.

Although the normal shop supplies are provided, students can anticipate charges for materials directly involved with the production of work.

### Advanced Options Courses

ART. 300 — Art Institute I – Sculpture and Printmaking

ART. 301 — Art Institute II – Sculpture and Printmaking

## ASIA PACIFIC MANAGEMENT COOPERATIVE PROGRAM

### Instructional Faculty

- Nigel AMON, B.A. (Kent), M.A. (SFU)  
Robert BAGSHAW, B. Comm. (UBC), M.A. (Colorado), Program Development  
Andrew BUTT, B.A., LL.B. (South Africa), International Business  
Bawn CAMPBELL, CNI (Seneca), Computer Systems  
James CASWELL, B.A., M.A. Ph.D. (U. of Michigan), Art History  
Tuyet COLLACOTT, B.A. (U. of Ottawa), Vietnamese  
Zhiai FU, B.A. (Beijing Language Institute), Chinese  
Charles GREENBERG, B.A., M.A. (Manitoba), Ph.D. (UBC)  
Barbara HANKIN, B.A. (U.B.C.), M.A. (WASH.), Directed Studies, Language Convenor  
Tineke HELLWIG, B.A., M.A., Ph.D. Indonesian Literature (Leiden U.), Indonesian  
Bill INGLIS, B.A. (UBC), Dip. Marketing (Montreal), Marketing  
Francis KIEM, B.B.A., Ph.D. Ed. (Jakarta), Indonesian Language  
Scott MacLEOD, B.A., M.A., Ph.D. (UBC), Economic Geography, Program Coordinator  
Louise MAY, B.A. (Brock), M.A., Ph.D. (UBC), Asia Pacific Perspectives

### Post-graduate Programs



Lloyd MICHAELS, B.Sc., B.Ed., M.Ed. (U of A),  
Personal Presentations  
Terry MILLS, CITT, B.G.S., M.Ed. (SFU), Trade  
Logistics  
Noriko OMAE, B.A., M.A., Teaching Cert., (Osaka U.  
of Foreign Studies), Japanese Language  
Tom PETERSEN, B.A. (AU, Washington, DC), MBA  
(Monterey Inst. of Int'l Studies), Business Convenor  
Jim PLACZEK, B.A. (Windsor), M.A. (UBC), Ph.D  
(UBC) Thai Language  
Pontip PLACZEK, B.A. (Thammasat), Thai Language  
Charles PRIESTER, FCBA B.Comm., M.A. (UBC),  
International Finance  
Yanfeng QU, B.A. (Shandong Teachers' U.), M.A.  
(Beijing Foreign Studies U.), Ph.D. (UBC), Chinese  
Language  
Yayoi SHINBO, Associate Arts (Obirin Tanki  
Daigaku), Japanese Language  
Cameron SYLVESTER, B.A. (Gonzaga), M.A.  
(Notre Dame), Political Economy  
Anne WATSON, B.A. (U. of Calgary), M.B.A. (APIU,  
New Zealand), Marketing  
Rory WELLINGS, B.A.Sc., MBA, P.Eng.,  
Management  
Karen YIP, B.A. (UBC), LL.B. (UBC), Legal Systems

## General Information

This Diploma program has been developed to offer training to Canadians who are considering careers in Asia. It is a joint-venture in educational programming, bringing employers together with students and the College to form a unique blend of experiential and academic training.

The emphasis is on Canada's relationships with Asian countries and the potential to extend our linkages through trade, business, applied technology and development projects.

Contact: Scott MacLeod, 984-4981; Fax: 984-4992  
E-mail: smacleod@capcollege.bc.ca

## The Program

Students who are interested in a career in the Asia Pacific region will follow an integrated program of study.

Each student will take the core courses in Asian Studies and International Business, Trade and Finance. In addition, students will choose an Asian language such as Japanese, Chinese (Mandarin), Indonesian, Vietnamese or Thai.

After nine months of study, eligible students will complete a work internship. This co-op work term is

12 months in duration. Students will be evaluated by the College and the employer, and this will become part of the student's permanent record.

During their 12-month internship in Asia, associates are expected to carry out credit course work while in the field. This work will equate to 12 credits (approx. four courses) per year. It will involve submitting required reports, electronic work with faculty, and meetings such as the mid-term conference.

Every effort will be made to secure co-op internships for students. Jobs will be sought in Asian countries and in international Canadian organizations. The work term will finish with debriefing and re-entry sessions.

Career targets of the current class include areas such as Finance, Marketing, Trade, Tourism, Communications, Human Resources, Development, Journalism, Urban Land Development, Government and Non-Government organizations.

Inquiries for application/information packages should be directed to the Asia Pacific Management Cooperative Program office, telephone 984-4981, fax 984-4992.

## Admission Requirements

Applications for the program are invited from:

- a) Those who have completed a degree/degrees in Arts, Sciences or a professional area such as Business Administration, Law, Engineering, Biotechnology, Forestry, or Computer Applications.

OR

- b) Those who are currently employed and who are eligible for company sponsorship into the program. Sponsorship may come from a wide range of business and development organizations which have the common factor of wanting their employees trained for international work.

- Admission maximum is 32 students per year.
- Students are selected on the basis of their academic record, relevant work and Asian experience, a written submission and an interview.
- Successful applicants will have strong written, mathematical and interpersonal communication skills.
- Applicants who demonstrate proficiency in language acquisition and who have solid business experience will have preference.
- Applications for Admission, together with official transcripts for all post-secondary education, must be submitted to Admissions, Registrar's Office.

## Post-graduate Programs

## Courses

- APMC 503 — International Career Management  
APMC 505 — Co-op Work Term  
APMC 515 — Directed Studies  
APMC 518 — International Finance I  
APMC 519 — Introduction to Business and Trade  
APMC 520 — Economic Geography I  
APMC 524 — Business Development Projects  
APMC 525 — International Management I  
APMC 531 — International Finance II  
APMC 532 — Economic Geography II  
APMC 533 — International Business and Trade  
APMC 534 — International Management II  
APMC 540 — Asia Pacific Perspectives I  
APMC 541 — Asia Pacific Perspectives II  
APMC 550 — Cross Cultural Communication  
APMC 560 — Workshops  
CHIN 102 — Introduction to Chinese I  
CHIN 103 — Introduction to Chinese II  
CHIN 202 — Introduction to Chinese III  
CHIN 203 — Introduction to Chinese IV  
INDO 102 — Introduction to Indonesian I  
INDO 103 — Introduction to Indonesian II  
JAPN 102 — Introduction to Japanese I  
JAPN 103 — Introduction to Japanese II  
JAPN 202 — Introduction to Japanese III  
JAPN 203 — Introduction to Japanese IV  
THAI 102 — Introduction to Thai I  
THAI 103 — Introduction to Thai II  
VIET 102 — Introduction to Vietnamese I  
VIET 103 — Introduction to Vietnamese II

## ENVIRONMENTAL SCIENCE PROGRAM

### ENVIRONMENTAL SCIENCE POST-BACCALAUREATE DIPLOMA

Inquiries for admission and further information should be directed to the Environmental Science program, Pure and Applied Sciences Division, 983-7562.

#### *Instructional Faculty*

- D.P. BERNARD, B.Sc. (U. Alberta), M.Sc. (UBC)  
J.D. BONSER, B.A.Sc., M.A.Sc. (UBC), Ph.D. (Waterloo)  
A. DUFFY, B.A. (Hons.) (Guelph), M.C.S. (Calgary)  
S. GROVES, A.B. (Radcliffe), Ph.D. (UBC),  
Coordinator of Environmental Science  
L. H. NIKL, B.Sc., M.Sc. (SFU)  
J. H. NORIE, B.A.Sc. (UBC), M.Env.Des. (Calgary)  
R. K. PAISLEY, B.Sc. (UBC), M.Sc. (Washington),  
J.D. (California), LL.M. (London School of Economics)  
C.T. REARDON, B.A., LL.D. (Dalhousie), M.A. (Queen's), M.A. (M.I.T.)  
A. ROJAS, M.A., Ph.D. (York)  
G. SEAGEL, B.Sc. (U. London), M.Sc. (U. Alberta)  
D. F. SHERATON, B.A.Sc., Ph.D. (UBC)  
V. M. TROUP, B.Sc. (Hons.) (McMaster), M.Sc. (UBC), Coordinator of Environmental Science  
A. WHITEHEAD, B.Sc. (UVic.), M.Sc. (UBC)  
S. WILKINS, B.A., M.Sc. (McMaster)

#### *Laboratory Supervisors and Technicians*

- J. RICHARDSON, B.Sc. (UVic), M.Sc. (UBC),  
R.P.Bio., Laboratory Supervisor  
J. THOMPSON, Laboratory Technician  
S. YEE, B.Sc. (UBC), Laboratory Supervisor

### General Information

The Diploma program in Environmental Science is intended for students who have already completed a degree in science and who wish to acquire the knowledge and practical skills necessary for dealing with environmental issues and projects in the workplace.

This is a full-year program designed to prepare students to accept leadership roles in environmental problem solving through a combination of academic studies and field assignments. Areas of emphasis include applied ecology, toxicology, project management, environmental assessment, law, and ethics. Completion of an in-depth assignment involving work placement or directed studies is also required.



## Admission Requirements

The normal requirement for admission is a degree in a science or engineering discipline. Successful applicants will have strong written and interpersonal communication skills and will be selected on the basis of academic record, relevant experience and a personal interview. The maximum enrolment is 26 students per year.

To apply for the program, students must submit two application forms: (1) a general College admission form (see "Admission" section in this calendar), and (2) Environmental Science program application form. Forms are available through the Pure and Applied Sciences Division or the Registrar's Office.

These applications, together with the official transcripts and other pertinent documents, should be received by the Registrar's Office by March 31.

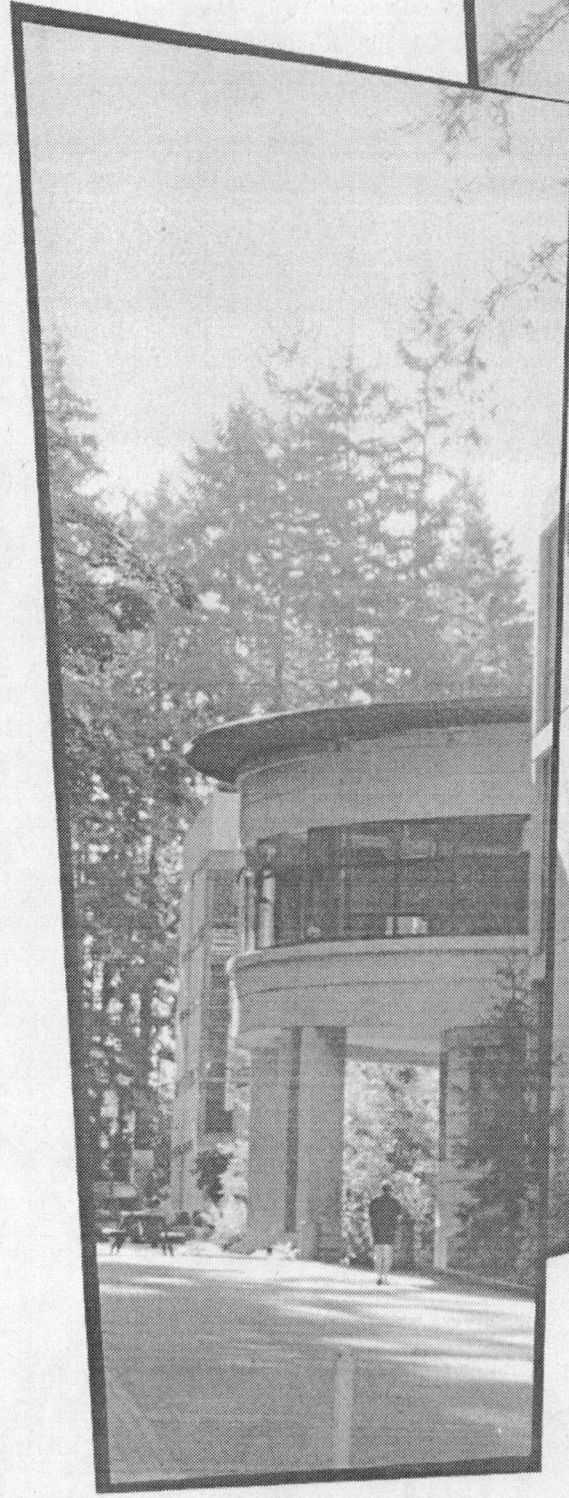
## Program Content

FALL TERM		Credits
ENSC 500	Applied Ecology	4.5
ENSC 502	Environmental Ethics	3
ENSC 503	Environmental Law	3
ENSC 507	Computer Applications in ENSC	3
ENSC 508	Seminar: Selected Topics in ENSC I	<u>3</u>
		16.5

SPRING TERM		Credits
ENSC 501	Environmental Toxicology & Waste Management	4.5
ENSC 504	Environmental Planning & Project Management	3
ENSC 505	Environmental Impact Assessment	3
ENSC 506	Land Use Impact & Sustainability	3
ENSC 509	Seminar: Selected Topics in ENSC II	<u>3</u>
		16.5

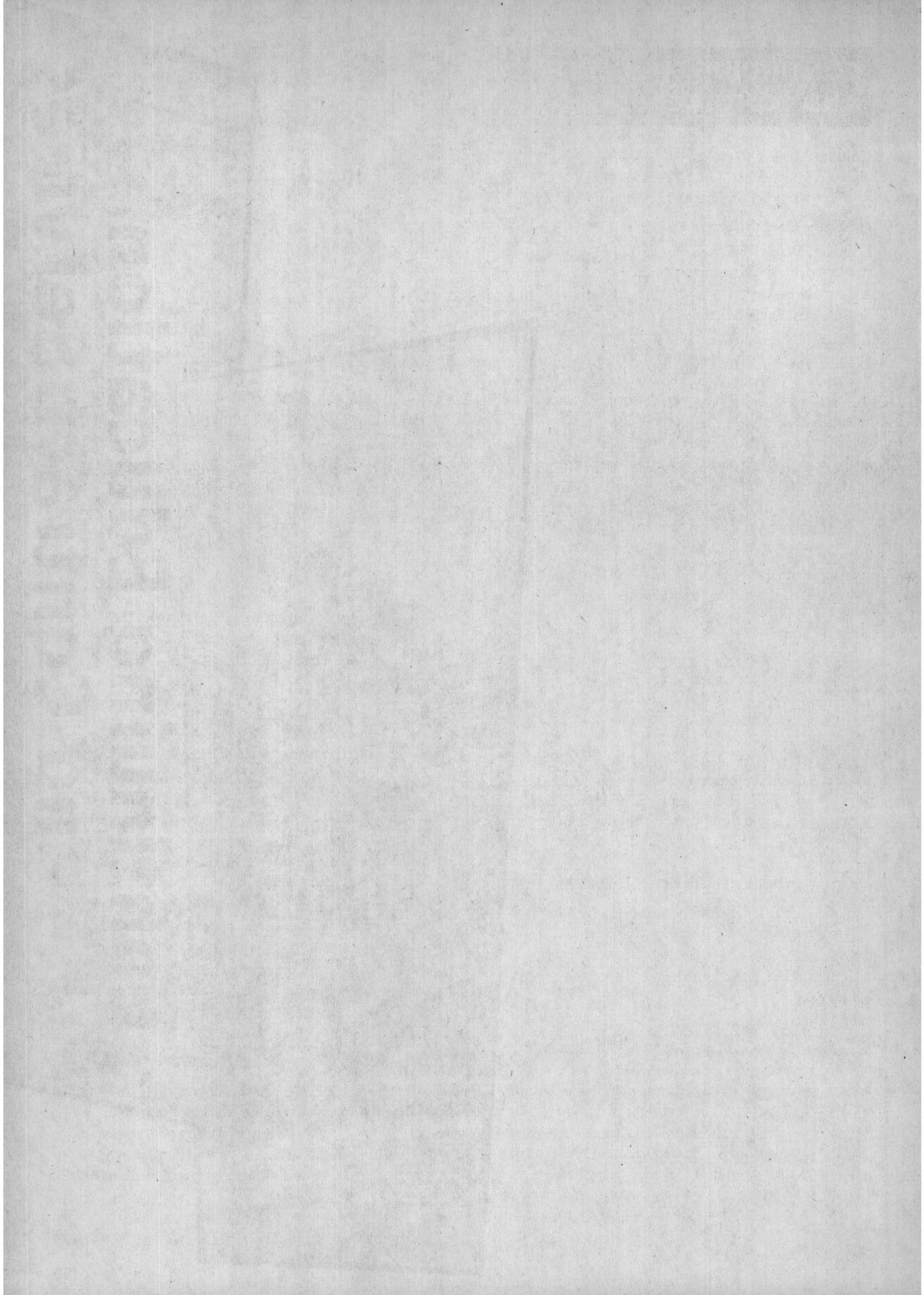
SUMMER TERM		Credits
ENSC 510	Field School (May)	4.5
ENSC 511	Practicum / Co-op	<u>4.5</u>
		9

## Post-graduate Programs



# Continuing Education and Contract Services





## CONTINUING EDUCATION AND CONTRACT SERVICES

**Contact:** 984-4901, fax: 983-7545 (Lower Mainland)  
892-5322, fax: 892-9274 (Howe Sound)  
885-9310, fax: 885-9350 (Sunshine Coast)

### *Program Consultants*

- L. Baker, B.A. (UBC); LL.B. (UBC); Prof. Teaching Cert. (SFU); Coordinator, general programs  
J. Bennett, B.A. (SFU); general programs and Contract Services, Sechelt campus  
J. Berezowsky, B.A. (UA); general programs and Contract Services, Squamish campus  
C. Dorin, B.A. (UVic); BSW (UBC); MSW (UBC); Special Education Teacher Assistant Program (SETA)  
G. Hofmann, B.Ed. (UBC), Cert. TESL/TFSL (Laval Univ.), M.A. (SOAS, Univ. London), Prof. Teaching Cert. (UBC); International Programs  
L. Jest, M.Ed. (SFU); Director of Continuing Education and Contract Services  
K. Lind, B.A. (Mus) (UBC); Community Music School  
R. Morris, M.A. (UBC) Film and Television Studies  
N. Nowlan, B.A. (Queen's Univ.); M.A. (UBC); M.Ed. (UBC); Coordinator Contract Services, Lower Mainland  
C. Rudy, B.A. (UBC); instructor, Career Development Programs  
R. Stec, B.A. (UVic); M.A. (UVic); Eldercollege, International Programs, general programs

### *Support Staff*

- J. Cox, P. Esplen, Reception  
W. Dansie, G. Mitchell, D. Rentz, B. Soeder, C. Tang, Program Assistants  
L. Mulholland, Publicist

## Continuing Education

The College offers a variety of continuing education courses and programs. There are no prerequisites for admission to non-credit courses but occasionally a certain level of proficiency is recommended for admission.

The majority of continuing education offerings are an outgrowth of the College's academic and career/vocational programs whose faculties contribute to the high level of instructional competence of the programs. Courses and programs are drawn from the areas of arts, music, film and television studies, social sciences, natural sciences, career development, business, computer science, personal development, fashion, media, and

modern languages. Educational study/travel tours are also available through Continuing Education.

Continuing Education courses are not listed in the College Calendar — they are advertised in seasonal calendars distributed throughout the community, and by direct mail.

## Community Music School

The Capilano College Community Music School offers group instruction for students of voice, theory, and a wide variety of instruments. Group music instruction for children includes: Robert Pace Group Piano; Strings for Children; and Kodaly-Orff classes. The Community Music School also offers a Community Choir, a Women's Choir — "Cecilia Ensemble," and vocal instruction classes. Adult instruction on instruments includes piano, violin, guitar and others. Classes are held on campus and in other community locations.

Programs are advertised in the local media each May and listed in the Continuing Education calendar published three times yearly.

## Continuing Education Fee Policies Fees

Continuing Education course fees vary from the standard tuition fee and are outlined in Continuing Education calendars and brochures.

## Refunds

Refunds will be given in full for courses/programs/workshops cancelled by the College.

- Application for withdrawal/refund will not be accepted after the second session of a course. For workshops of short duration (up to three consecutive days) withdrawal applications must be received at least one working day before the workshop commences.
  - Refunds are subject to a \$20 administration charge.
  - Refunds will not be given, under any circumstances, after the end of a course, program, or workshop.
  - Any change from the foregoing policy will be clearly stated in the course or workshop description.
- For further information, telephone 984-4901.

## Natural History Educational Travel

This program offers a wide variety of travel and study opportunities ranging from island-hopping in the Galapagos to bird-watching in the alpine meadows of Blackcomb Mountain. Tours vary from year to year, but may include a week-long trip to Canada's oldest



bird sanctuary, Last Mountain Lake Bird Sanctuary in Saskatchewan; a natural history tour of Zimbabwe and Madagascar; or the rainforests and coral reefs of Belize. We also offer Summer Workshops in France in painting and drawing, and French language study. Closer to home, participants may choose from a Gulf Islands birding cruise, a bald eagle float trip on the Cheakamus River or a wetlands ecology canoe excursion, to name a few. Finally, courses such as nature photography will help to improve your photo-taking techniques before you see that rare flower, bird or animal.

### **Certified Financial Planner™ Program**

Today's financial services workers are finding that professional qualifications are essential, and Capilano College in North Vancouver has responded by offering quality training with their new Certified Financial Planner Program (CFP).

Developed by the Canadian Institute of Financial Planning (CIFP) specifically for individuals who wish to become qualified professional financial planners, the CFP program covers the full spectrum of financial products, services and strategies. It is offered at Capilano College on the institute's behalf, with the approval of The Financial Planners Standards Council of Canada. After completing the program, students with two years' work experience can write the professional proficiency examination in order to receive the CFP™ certification mark.

Capilano College is the latest addition to a network of colleges across Canada offering CIFP's full program of courses. While it's also available via distance education, Capilano College is the first Lower Mainland institution to offer the recently revised courses in a college setting.

### **Eldercollege**

Eldercollege is a year-round educational community, open to men and women, 55 and older.

Eldercollege provides learning opportunities for older adults who wish to enrich their lifestyle through self-directed education and contribute to the social and cultural development of the community. Eldercollege participants design and offer quality educational activities to stimulate interest in learning and to provide a forum for sharing ideas and knowledge with others.

Members can lead study groups, serve on the Advisory Board and its committees, and be study group participants. Activities are both planned and operated by

members to maintain a high quality offering at a minimum cost.

### **Film and Television Studies**

Continuing Education offers a variety of evening and weekend courses in Film and Television Studies, some of which may be applied to a Certificate in Film and Television. Developed specifically to meet the industry's training needs, the program focuses on three areas identified through consultation with unions, professional organizations and College faculty:

- introductory seminars that offer a source of accessible and reliable information for those considering a future in the film and television industry;
- a certificate program that provides the necessary skills and knowledge for entry-level employment in film and television, combining a broad-based overview of the industry with studies in production, directing, acting, cinematography, screenwriting and other areas of interest;
- a series of upgrading workshops for industry professionals.

Courses at Capilano College emphasize a "hands-on" approach to the skills needed to succeed in the technical and creative areas of film, television, video and commercial production. Working professionals from the industry teach all courses and workshops.

### **Special Education Teacher Assistant (SETA)**

The SETA program prepares students for a variety of para-professional duties in schools by providing courses in theoretical studies and practical applications for working with children and young adults who need extra support. The Continuing Education department offers individual courses for professional development, as well as a certificate program.

The program is designed for individuals who are currently working in special education, as a personal care attendant, or in family day care who wish professional upgrading, and for those who are preparing themselves to work as a SETA. An admission interview with program faculty is required.

Courses in the SETA program are offered through part-time study in the evening and on weekends.

### **Contract Services**

Contract Services provides career development and training opportunities for organizations, businesses and individuals using the wide range and high level of educational resources available through Capilano

College. This is flexible and cost-effective training provided by knowledgeable instructors in a classroom, conference room or computer lab on campus, or in the workplace. A training consultant will assist with program development including: needs assessment, training design, materials, costing, and evaluation.

Training is available in a wide variety of subject areas such as: computers; business management and communication; retail, tourism and customer service; media technology; ESL; plus WorkSafe, FoodSafe and WCB Occupational First Aid; and as requested.

Career Development programs offer services in areas such as vocational assessment and career transition.

International Programs provides training for Canadians and international students. Programs are available for Canadians to learn cross-cultural communication skills and prepare for overseas placement. International students may enrol in programs that offer short-term ESL and Canadian culture homestay, or ESL combined with career skills training in professional areas such as business administration, computers, tourism, and others.

Various employment training and other programs funded through the provincial and federal government may also be developed and administered through this office. Contract Services works in partnership with other faculties, colleges and community organizations to jointly develop and deliver high-quality training and career development opportunities for the community.

## **Educational Partnerships**

Organizations and societies are encouraged to co-sponsor their educational activities with Capilano College. The College can provide facilities, program design and administrative services and welcomes the opportunity to foster public understanding on social, business, artistic and technological issues.

## **International Projects and Initiatives**

With a particular focus on Pacific Rim endeavours, Capilano College has been and continues to be involved in development and training activities in Malaysia, the Philippines, Thailand, Japan, Indonesia, Vietnam and the People's Republic of China. Current examples include curriculum development at a university in Vietnam, small business management training for Indonesian managers, and a business linkage project in Thailand.

## **CANASEAN Manager Program**

*CANASEAN* is another unique program at the College, specifically designed to meet the needs of business men and women in Canada and countries forming part of the Association of South East Asian Nations (ASEAN) plus China, Cambodia, and South America (Columbia), and Mexico. Begun in the mid-1980s as a short seminar/workshop series, it now has become a 14-week program with 10 weeks in Canada. In the Fall, *CANASEAN* managers take part in intensive training on campus and with local enterprises on business and culture, plus a period of learning how Canadian businesses work and how business can be developed between Canada, Asia, South America and Central America.

This project is wholly funded by ministries of the federal and provincial governments. Interested applicants should contact the *CANASEAN* program Director.

*Contact: Edwin Wong, program director*  
*E-Mail: ewong@capcollege.bc.ca*

## **Custom-Designed Programs**

From time to time, the College offers specific programs designed to meet the needs of particular groups, industries, governments or agencies. In recent years, these included programs in international tourism management, English language culture, the Chinese Summer School and small business entrepreneurship.

## **Other International Courses**

A number of individual programs offered in the University Transfer and Career/Vocational divisions have specific courses providing international content. Some of them are optional, while others are an integral part of the curriculum leading to a college degree, diploma or certificate. Examples of these will be found in the relevant sections of this Calendar in Business Management, Biology, Geography, History, Political Studies and Sociology.

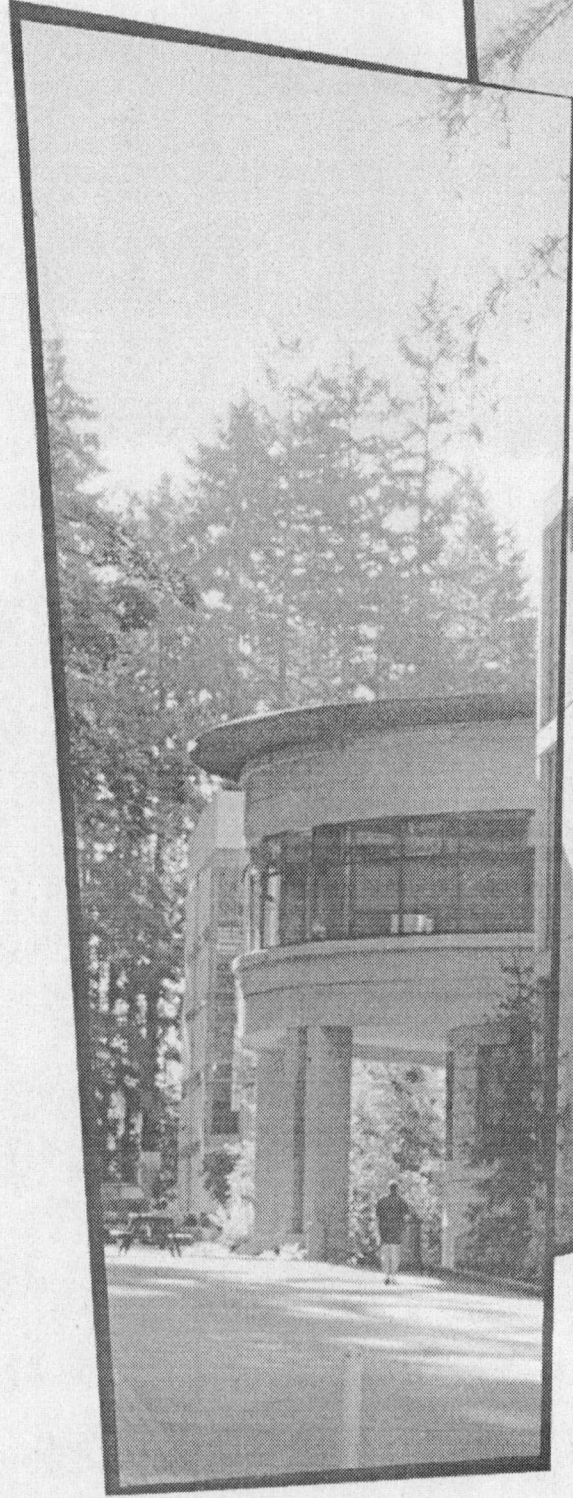
The Languages Department currently schedules first-year university level courses in French, German, and Spanish as well as first year level in Japanese, Mandarin, Chinese and Thai. English as a Second Language courses provide foreign and new immigrant students a variety of intermediate and advanced courses to help improve competency in English for work, daily life, and post-secondary study.

English language training is also offered in the summer; these home-stay programs are designed for groups only.

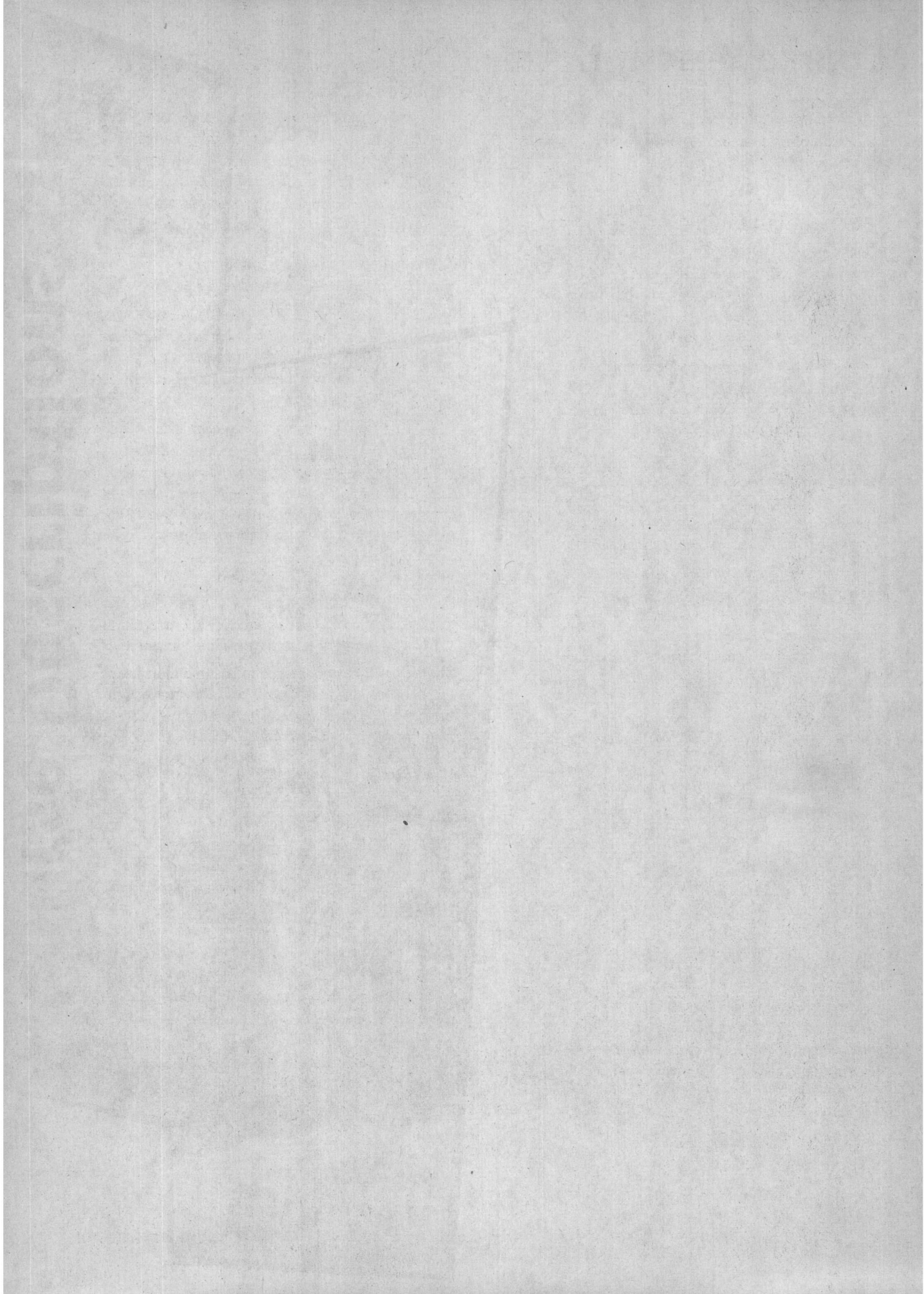




# Course Descriptions







# Course Descriptions

**Course Description Code:** On the right hand side of each course description there is a series of code letters and numbers, for example:

**BIOL 105 (3) (4,3,0) (S)**  
**Environmental Biology**

Each course is designated by the department name and course number (e.g. BIOL 105). The number in parentheses following the course designation—i.e. (3) in the above example—indicates the number of credits for the course.

The second set in parentheses includes the lecture, lab and other hours for the course. For BIOL 105, for example, there will be 4 lecture hours, 3 lab hours, and no other hours per week.

In some courses the department may convert the fourth lecture hour to another scheduled instructional activity. Where this occurs, students will be advised by the course instructor and in the course outline given out at the beginning of the term.

The third set of parentheses indicates the term in which the class is usually offered. Example: F—Fall, S—Spring, Su—Summer. BIOL 105 is offered in the Spring term. Please check the Timetable to confirm the term offered as this may change after the Calendar is printed. The course title (Environmental Biology) is indicated on the line below the department name and course number.

The nominal length of a term is 16 weeks. Please see the Academic Schedule for the first and last days of classes and for the dates of the examination period.

**ACTP 001 (3) (F)**  
**Job Search and Maintenance Techniques**

The focus of this course is to encourage students' needs to develop and use job search techniques and appropriate employment behaviours. Students will also be encouraged to practice self-advocacy in terms of their employment needs. An emphasis will be placed on developing interview skills with confidence.

**ACTP 002 (3) (F)**  
**Occupational Preparation and Safety in the Workplace**

The focus of this course is to provide students with practical experience in a work situation including preparation prior to placement and follow-up concluding the practicum. Emphasis will be placed on making students aware of and knowledgeable about WHMIS, WCB rules and occupational health and safety.

**ACTP 005 (3) (F)**  
**Visual and Print Communication Skills**

The focus of this course is to extend students' awareness, knowledge and understanding of communication skills required for obtaining employment and to improve their ability to communicate effectively using a variety of media (eg. computer, printed words, signs).

Class time is comprised of discussions, talks, worksheets, field trips, role-plays and hands-on experience. Students will be given instruction in computer skills. Students will be given opportunities to prepare resumes, cover letters and thank-you letters using the Microsoft Word software program.

**ACTP 006 (3) (F)**  
**Leisure Education**

To assist students to clarify their leisure interests and values and use their leisure time more constructively.

Students will be encouraged to become more aware of their own feelings and beliefs about leisure so that future leisure decisions will be by their own choice and from their own value system. Emphasis will be placed on project work within the community.

**ACTP 007 (3) (F)**  
**Consumer Preparation**

This course provides students with strategies and opportunities to practice and improve a range of consumer related skills. Field trips are incorporated in the program.

**ACTP 008 (3) (F)**  
**Interpersonal Communications**

This course provides students with an opportunity to discuss and develop the skills involved with effectively communicating in a diverse range of interpersonal roles and relationships (friend, neighbour, consumer, citizen).



**ACTP 009 (6) (F)**  
**Work Experience**

To give the student a practical experience in a work situation including preparation prior to placement and follow-up concluding the practicum.

**AHIS 100 (3) (4,0,0) (F)**  
**The History of Art I**

This course studies the history of art beginning with the pyramids of Egypt and concluding with the Gothic Cathedrals and Italian fresco paintings of the High Middle Ages in Europe. An understanding and appreciation of art are the aims of the course, and through lectures and class discussions, students will develop an "eye" for seeing and appropriate terms to describe the works shown. Our involvement with the art of the past clearly reveals how changing styles in architecture, painting, and sculpture are influenced by the historical context and the political, social, and religious thought of each period.

**AHIS 101 (3) (4,0,0) (S)**  
**The History of Art II**

Beginning with the art of the Italian Renaissance, this course studies the history of painting, sculpture, and architecture to the present day. Individual artists including Leonardo, Michelangelo, Rembrandt, Goya, Van Gogh and Picasso are studied in addition to the larger period styles. Because works of art so perfectly reflect their age, the economic, social, and religious ideas of each period will be closely considered.

**AHIS 104 (3) (4,0,0) (F)**  
**Introduction to Visual Culture I**

This course is designed to encourage students to become visually literate and confident in the analysis/interpretation of all aspects of the visual arts. Confrontation with a wide range of ideas, images and media will stimulate discussion and provide a deeper understanding of the creative process. The purposes of art will be discussed and the relationships between art and society explored. The interdisciplinary nature of art will be examined as well as the achievements of Canadian artists.

**AHIS 105 (3) (4,0,0) (S)**  
**Introduction to Visual Culture II**

What is the impact of advertising on the viewer? What are the achievements of women artists? What are the current issues concerning art and censorship? These and other topical subjects relating to the arts will be addressed in this course. Attention will also be given to such themes as magic and ritual in art, the nude in

art, the artist as observer, the landscape in art and aspects of photography. The material will include the art of the past as well as the current art scene. Consideration will also be given to the achievements of Canadian artists. This course is designed to help students decode their visual world and become visually literate.

**AHIS 106 (3) (4,0,0) (F)**  
**Pre-Columbian, African and Northwest Coast Indigenous Art**

This course introduces the student to aspects of Pre-Columbian art, Northwest Coast Indian art and African art. The art, architecture and performing arts of indigenous peoples will be examined in the context of cultural, religious and social issues. Students will learn about civilizations that flourished in Mexico prior to the Spanish Conquest. A section on the art of the Northwest Coast Indian will illuminate the achievements of local indigenous cultures and their inherent relationship with the environment. In the component on African art, students will study the early history of African art and later artistic developments in a variety of regions ranging from Senegal to Zaire.

**AHIS 107 (3) (4,0,0) (S)**  
**The Art of India, China and Japan**

Explore exotic Indian temples, ancient Chinese burials and Japanese shrines in this introductory course to Asian art. Indian, Chinese and Japanese works of art will be examined in the light of cultural, religious, social and political issues to emphasize the close connections between art and society. In particular, the impact of Hinduism, Buddhism and Confucianism on the arts will be examined. Students will gain insights into the evolution of important periods, styles and artistic traditions in Asian art. Consideration will be given to a wide range of art forms, including the performing arts and the Japanese tea ceremony.

**AHIS 109 (3) (4,0,0)**  
**Women, Art and Art History**

This course will present a broad historical survey of women's involvement in Western art. It will focus on the woman artist in society and consider the social, cultural and economic background of each period in order to understand the conditions under which women artists have worked from Antiquity to the 20th century. The course will also investigate the "image of woman" in the tradition of art history.

Students taking this course cannot receive duplicate credit for WMST 130.

**AHIS 210 (3) (4,0,0) (F)**  
**History of Modern Art (19th Century)**

This course studies the mainstreams of modern art beginning with the paintings of Jacques Louis David produced during the French Revolution and concluding with the art of Cezanne. Emphasis is given to individual artists, and works by Goya, Delacroix, Monet, Van Gogh, Gauguin and others are studied in depth. Aesthetic revolutions and counter-revolutions are explored in conjunction with the social and political upheavals of the 19th century.

**AHIS 211 (3) (4,0,0) (S)**  
**History of Modern Art (20th Century)**

This history of 20th century art begins with the work of Picasso and Matisse and studies the impact of revolutionary movements of art such as Futurism, Constructivism, Dada, and Surrealism. America's post war contribution—Abstract Expressionism, Pop, Minimalism, Conceptual and Earth Art—is studied, leading to a full discussion of Post Modernism and the art of the 90's. The aim of this course is to demystify modern art by studying the underlying concepts and theories, which will reveal how closely art expresses the ethos of contemporary life.

**AHIS 220 (3) (4,0,0) (F)**  
**Early Renaissance Art in Italy**

This course traces the origins of the Early Renaissance in Italy, beginning with the art of Giotto and focusing attention on the creators of the new style, the architects, sculptors and painters of Florence, Arezzo, Mantua and Venice. The intellectual, religious and political climate of the fifteenth century, linked to the expression in this new art, will also be considered, as will be the emerging importance of private patronage.

**AHIS 221 (3) (4,0,0) (S)**  
**High Renaissance and Mannerist Art in Italy**

This course studies the art of the High Renaissance and the emerging view of the artist as sovereign genius. The work of Leonardo, Michelangelo and Raphael is examined in depth. Focus is then given to the artists of the Mannerist School, whose highly subjective and artificial style dominates the latter part of the 16th century. The contributions of the Venetians as well as the architecture of Palladio will also be considered.

**AHIS 231 (3) (4,0,0) (F)**  
**History of Textile Art**

This course first studies the textile traditions of the Near East by considering Ancient Egypt and its great

linen manufactories, and the silk guilds of the Byzantine Empire, as well as tracing the influence of Sassanian designs. Cotton and the central role it played in the struggle for Indian independence is highlighted as we move further east to consider the evolution of the Dragon Robes of China and the kimonos of Japan. This study concludes with textile designs and tapestries produced in Medieval and Renaissance Europe where the important contributions of such leading artists as Raphael and Rubens are fully considered.

**AHIS 232 (3) (4,0,0) (S)**  
**Aspects of Textile Art**

This course first explores the textile traditions of Africa and the Americas. The textiles of the Kuba of Zaire, Ancient Andean cloth and Contemporary Mayan textile designs are examined as important artistic expressions of these cultures. Navaho weaving and the great tradition of the Chilkat Dancing Blanket of the Pacific Northwest are studied as examples of cross cultural expressions. Our attention then focuses on the effects of the Industrial Revolution on textile practices and the contributions of William Morris and the Arts and Crafts Movement. The course concludes with a discussion of 20th century textiles and explores the work of some of the leading contemporary textile artists.

**ANIM 111 (6) (8,0,0) (F)**  
**Animation Drawing I**

An introduction to creating animated movement. Basic animation timing skills, animation principles and procedures used to produce character animation will be introduced.

**ANIM 112 (2.25) (3,0,0) (F)**  
**Animation Design I**

Students will learn design skills as they relate to commercial animation. Strong posing, drawing "on model", and character design will be introduced. Perspective drawing will be reviewed.

**ANIM 113 (3) (4,0,0) (F)**  
**Life Drawing For Animation I**

This course will demonstrate the importance of life drawing in the creation of animated movement. Students will learn to accurately draw what they see. Human proportions and the human form in action will be studied. Quick gesture drawing will be practised intensively to build on the student's ability to create simple line drawings that communicate weight, structure and feeling.



**ANIM 114** (2.25) (3,0,0) (F)  
**History of Character Animation**

This course will cover the development of character animation from Winsor McCay to the present. Emphasis will be on the Disney, Fleischer, Warner Brothers, MGM and U.P.A. studios of the 1930's and 40's and will include major developments and the work of important directors. Current trends in animation will be discussed.

**ANIM 121** (6) (8,0,0) (S)  
**Animation Drawing II**

Students will learn how to animate more complex movement of more diverse characters. Animation timing is emphasized. Special effects animation will be taught. Acting in animation and animating to prerecorded dialogue will be introduced.

**ANIM 122** (1.5) (2,0,0) (S)  
**Animation Design II**

Students will gain more practical experience in the posing of animation and will work with a wider range of characters. Bringing out the character's emotions will be practised. In this course, the student will learn to create a full design package for an animated production.

**ANIM 123** (3) (4,0,0) (S)  
**Life Drawing for Animation II**

Students will build on the skills learned in ANIM 113 and they will increase their ability to accurately render the human form in movement. Structure and anatomy of humans will be emphasized. Animal anatomy and movement will be studied.

**ANIM 126** (1.5) (2,0,0) (S)  
**Layout Design I**

Students will be introduced to the skills of animation background design. The animation camera stand and its functions will be demonstrated. Design and composition skills will be introduced and perspective drawing will be developed further in order to produce complex and detailed layouts.

**ANIM 231** (3) (4,0,0) (F)  
**Animation Drawing III**

Animating characters that act is the focus of this course. Dialogue breakdown and animating to dialogue will continue to be emphasized. Animation involving several characters in the same scene will be covered and students will work with more complex and realistic character designs.

**ANIM 232** (3) (4,0,0) (F)  
**Storyboard Design**

Students will be taught to create storyboards that communicate film narratives effectively. In this class, students will be expected to design animation sequences to be produced in the fourth term, eventually becoming a major part of their demo tape.

**ANIM 233** (3) (4,0,0) (F)  
**Life Drawing For Animation III**

Students will continue to improve their life drawing skills while working primarily with sequential studies. The ability to accurately depict emotion and mood, particularly of the face, eyes and hands will be the main objective of this course. Practise in the use of foreshortening and tone will be included.

**ANIM 234** (3) (4,0,0) (S)  
**Computer Animation**

Students will be introduced to computer generated animation. The students will use traditional animation and design skills acquired in the first two terms of the program to create quality computer animation using 3-D software. This course will provide students with a strong foundation of computer animation skills enabling them, if they wish, to begin to focus on a career in computer animation.

**ANIM 236** (3) (4,0,0) (F)  
**Layout Design II**

This course will further develop the student's layout design skills, enabling them to produce finished animation layouts of high quality. Technical skills concerning camera moves will be included and students will work to industry standards. Actual layout tests from major animation studios will be part of the curriculum.

**ANIM 241** (3) (4,0,0) (S)  
**Animation Drawing IV**

This course will focus on the production of students' demo tapes meant to showcase their animation skills. Students will be focused on "feature-quality" key animation involving a variety of characters and actions. Character and personality in animation will be emphasized.

**ANIM 242** (3) (4,0,0) (S)  
**Major Projects**

In this course, students will be allowed to concentrate their efforts on a specific career such as layout artist, computer animator, character designer or key animator.

Working one-on-one with an instructor, students will design and produce their own projects in order to achieve success in their specific fields in the industry.

**ANIM 243 (3) (4,0,0) (S)**  
**Life Drawing For Animation IV**

Movement and sequential drawing studies will be emphasized. The main objective of this course will be to make use of the skills and techniques learned in previous life drawing classes to create a diverse range of excellent portfolio pieces tailored to the expectations of the animation industry.

**ANIM 244 (3) (4,0,0) (S)**  
**Animation Practicum**

Students achieving a specific grade point average or higher will be allowed to participate in a two-week practicum experience. The practicum may be at a local animation studio or computer animation house.

**ANIM 245 (3) (4,0,0) (S)**  
**Colour And Media**

Basic colour theory will be taught using a variety of painting materials and techniques used in the animation industry. Students will learn the specific skills required of animation background painters and will create finished backgrounds from original layout designs.

**ANTH 121 (3) (4,0,0) (F,S)**  
**Introduction to Social Anthropology**

A survey of social anthropology to include the study of communication, economic systems, kinship and family patterns, social control, political organization, religion, and the arts. Also includes understanding the methods and effects of culture change. Examples of different cultural practices will be drawn from societies throughout the world.

**ANTH 123 (3) (4,0,0) (F or S)**  
**Introduction to Archaeology**

An introduction to the theoretical foundations and methods of Archaeology, including the techniques used to discover, reconstruct, and interpret the past. Examples will be drawn from archaeological research around the world.

**ANTH 124 (3) (4,0,0) (F or S)**  
**Human Origins**

An introduction to the theoretical foundations and evidence for human origins as presented by Archaeology and Physical Anthropology. The biological and

cultural evolution of humankind as indicated through a study of evolutionary theory, primate behaviour, skeletal remains, and archaeological discoveries.

**ANTH 200 (3) (4,0,0) (F)**  
**Intermediate Social Anthropology**

A study of the social structure and organization of various cultures of the world. Emphasis on the dynamics of culture, the cross-cultural approach, the theoretical issues in Anthropology.

**ANTH 202 (3) (4,0,0) (F or S)**  
**Anthropology and the Environment**

The study of the interaction of people, culture and environments, emphasizing human adaptive strategies. Focus of the course will vary each semester, exploring such topics as subsistence patterns, systems of knowledge in traditional cultures, modernization and globalization, and current issues.

**ANTH 204 (3) (4,0,0) (F)**  
**Ethnic Relations**

A study of the relations between ethnic groups. The construction, maintenance and expression of ethnic boundaries and identities will be examined within a variety of cultural contexts, including Canada. The course will address the social construction of difference and will offer perspectives on racial stereotyping, the politics of representation, the expression of ethnic popular culture and its wider consumption. Processes, such as de-colonization and globalization which have been involved in the rise of ethnic consciousness will be analysed, together with theoretical concepts through which ethnicity may be comprehended.

**ANTH 205 (3) (4,0,0) (S)**  
**Multiculturalism**

The course will examine multiculturalism within Canada and utilize comparative material from Australia and New Zealand. The creation and impact of multiculturalism will be addressed from historical and cultural perspectives. The scope will move from broader Canadian issues to looking specifically at British Columbian ethnic relations and the changing cultural landscape.

**ANTH 206 (3) (4,0,0) (F or S)**  
**First Nations of British Columbia**

A study of the cultural history, diversity, and complexity of the Native Peoples of British Columbia. The archaeological past, traditional lifeways, and current issues are examined.



**ANTH 208 (3) (4,0,0) (F or S)**  
**Indigenous Peoples of North America**

A survey of the cultural history and social organization of native peoples of the North American continent including Canada, the United States and Mexico. An examination of traditional lifestyles including family, political, religious and ecological patterns; and current issues.

**ANTH 241 (6) (6,0,0) (Su)**  
**Archaeology Field School**

*Prerequisite:* permission of the instructor.

A course in archaeological methods, techniques and theories dealing with excavation, recovery, analysis and interpretation of archaeological material. This is a practical field course, participants acquiring such skills as mapping, surveying, photography, computer applications, preparation of reports and interpretation. This course usually will be in cooperation with other colleges as a joint endeavour.

**ANTH 249 (3) (4,0,0) (Su)**  
**Comparative Cultures: A Field Study in Anthropology**

*Prerequisite:* permission of the instructor.

An interdisciplinary course to consider in depth a particular geographic area and its people. Comparative institutions, cultural ecology, contemporary issues, methods of observation and study. Students and instructor study in the field.

**APMC 503 (3.0) (2,0,0) (F)(S)**  
**International Career Management**

This course will help students develop skills and an understanding for networking and working in an Asian environment.

**APMC 505 (9) (F,S,Su)**  
**Co-op Work Term**

This course covers the work expected during the Work Term. It has four major modules: a) Mid-term Conference; 2) International Career Development; 3) focus Groups; 4) News Analysis. Associates will be expected to maintain a high level of communication with the program through electronic means. Failure to pass each individual element of the course will result in failure of the co-op term and thus the program.

**APMC 515 (.25) (0,0,2.5) (S)**  
**Directed Studies**

This two-fold course allows students, through directed research and a written paper, to explore an area of

special interest or need. It also includes preparation for the final comprehensive exam.

**APMC 518 (2.25) (3,0,0) (F)**  
**International Finance I**

This course will aim at providing students with an understanding of financial concepts and strategies that influence business in the conduct of international commerce.

**APMC 519 (1.5) (2,0,0) (F)**  
**Introduction to Business and Trade**

This course provides students with an understanding of the basic concepts involved in marketing products and services, as well as with a familiarity with marketing terminology and the application of the "marketing concept".

**APMC 520 (2.25) (3,0,0) (F)**  
**Economic Geography I**

This course will introduce students to current concepts in socio-economic analysis and will emphasize the spatial aspects of economic processes. Emphasis is on the dynamism of economic change and how this change interacts with local social, political and environmental matrices. The course will be issue oriented. There will be a mix of theoretical background, actual case studies, and training in analytical skills.

**APMC 524 (1.5) (2,0,2) (S)**  
**Business Development Projects**

These are supervised team projects working with Vancouver-based companies. Business plans and projects are prepared for Asian opportunities chosen in conjunction with the companies.

**APMC 525 (2.25) (3,0,0) (F)**  
**International Management I**

This course provides students with a broad understanding of the management process and functions as well as with the interrelatedness of these topics with human behaviour in organizations. Students also study the application of this learning in an international context – particularly with respect to the Asia Pacific region.

**APMC 531 (2.25) (3,0,0) (S)**  
**International Finance II**

This course is a continuation of APMC 518.

**APMC 532 (2.25) (3,0,0) (S)**  
**Economic Geography II**

This course is a continuation of APMC 520.

**APMC 533 (1.5) (2,0,0) (S)**  
**International Business and Trade**

This course will focus on case studies.

**APMC 534 (1.5) (2,0,0) (S)**  
**International Management II**

This course is a continuation of APMC 525, but places a greater emphasis on guest presentations by senior executives whose companies actually are operating in the Asia Pacific region.

**APMC 540 (5.25) (7,0,0) (F)**  
**Asia Pacific Perspectives I**

This series of courses is designed to introduce students to the historical and current social, political and cultural patterns of the Asia Pacific region. Students will review and develop skills in cross-cultural communication. They will also develop skills in regional analysis that will help them understand relationships within Asia and with the West.

**APMC 541 (3.75) (4,0,0) (S)**  
**Asia Pacific Perspectives II**

This course is a continuation of APMC 540.

**APMC 550 (1.5) (2,0,0) (S)**  
**Cross Cultural Communication**

This course will develop an understanding of the process of communication, including appreciation of the fact that communication is significantly affected by the culture, personality and experience of the communicator. This course will also develop an understanding of the students' own culture and its effects on behavior.

**APMC 560 (0) (4,0,0) (F) (S)**  
**Workshops**

This series allows students to "customize" the program by selecting from a range of courses which offer an opportunity to develop special skills or to study special issues concerning Asia.

**APSC 120 (1) (1,0,0) (F)**  
**Introduction to Engineering**

This course uses guest speakers, videotaped material and field trips to provide students with an orientation to a career as a professional engineer. Attendance at scheduled activities is the only course requirement. Final "grades" are reported as CR (Credit Granted) or NC (No Credit Granted).

**APSC 121 (1) (1,0,0) (S)**  
**Society and the Engineer**

This course deals with the social context within which engineering is practised. Topics will include the history of engineering, engineering ethics, professionalism, gender issues, employment equity, environmental issues, multiculturalism.

**APSC 150 (3) (1,4,0) (F)**  
**Engineering Graphics**

An introduction to engineering graphics emphasizing the development of spatial visualization and graphical communication skills; technical sketching and engineering drawing using projection and sectioning techniques; principles, practices and conventions of engineering graphics; descriptive geometry and graphical solution methods to engineering problems; use of microcomputer based graphics tools.

**ARC. 092**  
**Success Strategies for the College Classroom**

Students registered in this course will be new students to Capilano College who are newcomers to Canada.

This includes; support for students who have English language skill at the College preparatory level and, through both personal development and study skills, build toward success in their studies at Capilano College.

**ARC. 100 (3) (3,0,0) (F,S)**  
**Strategies for Student Success**

Students learn and adopt attitudes and methods that promote success in college.

This course includes: memory techniques, time management, reading a textbook with improved retention, test taking tips, note taking strategies, using college resources, communication skills, stress management, goal setting, and career exploration.

*Students may not enrol in ARC. 100 and ARC. 105 concurrently.*

**ARC. 105 (3) (3,0,1) (F,S)**  
**College Reading and Study Skills**

Students learn and adopt methods and attitudes that promote success in college. This course includes: memory techniques, time management, test taking and note taking. The reading component addresses problems college students have with textbook comprehension, vocabulary, critical reading and retaining information from texts.

*Students may not enrol in ARC. 100 and ARC. 105 concurrently.*



**ARC. 110 (3) (3,0,0) (F,S)**  
**Reading Dynamics**

Participants learn and practice flexible reading skills. Strategies for developing reading comprehension are also included.

**ART. 300 (12) (4,0,0) (F)**  
**Art Institute I — Sculpture and Printmaking**

The Institute is designed to meet the needs of students with several years of experience in sculpture or printmaking or who have left college, art school or university and may no longer have access to specialized equipment and facilities. The Art Institute will emphasize access to well equipped studios as well as lectures, seminars and tutorials with instructors and invited professional artists. The format will be one day of class time and four or more days of studio time. The studios are available during the evenings and weekends.

**ART. 301 (12) (4,0,0) (S)**  
**Art Institute II — Sculpture and Printmaking**

A continuation of ART. 300.

**BADM 101 (3) (3,0,1) (F,S)**  
**Management**

Students study modern management practices, current events, ethics and problem solving. In addition, students will study and practice effective business presentations and public speaking. The course instructors will facilitate discussion and integrate topics through the use of contemporary business issues.

**BADM 102 (3) (3,0,1) (F,S,Su)**  
**Quantitative Methods**

This course provides a strong foundation in the mathematics of finance and business. The student will utilize standard financial models in analysis, problem solving, and decision-making. Computer spreadsheet applications are utilized.

Requirements:

1. Acceptance into a Business Administration full-time program or a minimum C+ in Math 11 or equivalent.
2. A working knowledge of computer spreadsheets.

**BADM 103 (3) (3,0,1) (F,S)**  
**Supervisory Skills**

Study of human elements in organizations, with emphasis on group behaviour. Concepts in persuasion, guidance and understanding of the individual within the group.

Applications of human relations management, i.e. leadership, power, authority, group dynamics, formal and informal organization, communications, conflict and the introduction of change.

**BADM 106 (3) (3,0,1) (F,S)**  
**Organizational Behaviour**

The objective of this course is to allow the student to develop the necessary skills and conceptual tools to both understand and deal effectively with human behaviour in organizations. These skills are of at least two kinds:

1. interpersonal, that is, relating more effectively with other individuals and groups, and
2. analytical, to be able to perceive and understand situations accurately, and make effective decisions based on this understanding.

**BADM 107 (3) (3,0,1) (F,S)**  
**Business Law I**

Students will be introduced to the components of the Canadian legal system, and will examine the effect of both common and statute law on business relationships. A study of the basic principles of commercial law will provide the foundation for a detailed examination of Contract Law, including the sale of goods, consumer protection legislation, and employment and labour law, as well as an examination of tort law, intellectual property, insurance, company and partnership law, and creditor remedies.

**BADM 108 (3) (3,0,1)**  
**Introduction to Business**

This course will explain the five key tasks in managing an enterprise: Planning, Acquisition of Resources, Organization, Activation and Control. In addition, the key organizational functions of Marketing, Production, Finance and Personnel are covered. The course is essentially an overview of the theoretical framework of the task of management. This course is currently offered at the Squamish and Sechelt campuses only.

**BADM 201 (3) (3,0,1) (F,S)**  
**Business Systems**

*Prerequisite:* BCPT 121 or COMP 101 with minimum C grade.

Students will be required to apply the concepts and theories learned in their first year courses to solve integrated business problems in a logical and literate manner. The importance of accurate, dependable, management information for problem solving will be illustrated through case study analysis and a major group project.

**BADM 210 (3) (3,0,1) (F,S)**

**Business Statistics**

This course provides a strong foundation in basic business statistics emphasizing analysis and decision-making in the face of certainty and uncertainty. Spreadsheet applications of descriptive, inferential, and bivariate models are utilized.

**BADM 268 (3) (3,0,1) (F,S)**  
**Entrepreneurship/Small Business Management**

Skills needed in problem solving and researching the small business environment will be learned and applied. Business owners, managers and would be decision makers are encouraged to take this course. The instructor and guest lecturers from the business community will lead students through detailed aspects of business from finance to human relations. The production of the business plan will be discussed and part of a plan will be written.

**BADM 299\* (3) (Su)**  
**Co-op Work Experience I**

The first co-op work experience is designed to provide students with a four-month, full-time work term in business, industry or government. The main thrust of this course is the opportunity to put into practise the major aspects of the students' business education. Special emphasis will be placed on assessing the attitude and work ethic of the "co-oping" student. Students will be encouraged to network in the industry and to participate in professional organizations.

\*BADM 299 can be accepted as a lower level general business elective in Diploma programs only.

**BADM 301 (3) (3,0,1) (F,S)**  
**Operations Management**

*Prerequisite:* BADM 210 with minimum C grade.

Of special interest to generalist managers and operators of small businesses, this one term course familiarizes the student with the principles, practices and functions of production-operations management, using modern decision-making aids. Foundation skills in production and control (inventory, quality and cost control) are examined using computing devices and procedures.

**BADM 302 (3) (3,0,1) (F,S)**  
**Human Resource Management**

*Prerequisite:* 45 credits

This course provides the student with a basic, functional understanding of current personnel/human resource-management concepts and applications in developing small and larger business. Special emphasis

will be placed on the concept of human resource management being the responsibility of ALL management, not just the personnel department.

**BADM 303 (3) (3,0,1) (F,S)**  
**Industrial Relations**

*Prerequisite:* 45 credits

This course introduces the student to labour unions and their relationship with management. Topics covered include the Labour Code, collective bargaining and dispute resolution.

**BADM 304 (3) (3,0,1) (F,S,Su)**  
**Business Policy**

*Prerequisite:* 75 credits

The student gains a basic understanding of the concepts, purposes, and procedures of business policy, and an integrated view of the strategic management of business enterprise.

Participating in a practical business simulation game is a major component of the course.

For accelerated, Advanced Diploma and Open University (pending) students only.

**BADM 307 (3) (3,0,1) (F,S)**  
**Business Law II**

*Prerequisite:* Business Law I, or an introductory college or university course in commercial or contract law, or by permission of the instructor.

A second law course will examine the effect of both common and statute law on business relationships. A review of the basic principles of commercial law will lead to the examination of more complex contractual relationships such as discharge of contract, agency, bailment, real property, commercial tenancy, legal devices for securing credit including mortgages, and bankruptcy. Other topics include competition law, management and operation of a corporation and intellectual property.

**BADM 310 (3) (3,0,1) (S)**  
**Quantitative Methods III**

*Prerequisite:* BADM 102 Quantitative Methods I (Business Math), BADM 210 Quantitative Methods II (Business Stats. C+ or better recommended), BCPT 122 Computers II

This course provides the student with a practical understanding of the application and theoretical foundation of commonly used techniques in statistical modeling. It includes basic descriptive statistics,



inferential statistics, regression and time-series analysis, and other quantitative models such as decision-trees, multiple regression, and the fundamentals of linear programming. The student will analyse business situations in order to develop the appropriate statistical models, and will apply spreadsheet software to develop solutions used in recommending appropriate management action.

**BADM 399 (3) (S)**  
**Co-op Work Experience II**

*Prerequisite:* BADM 299

The second co-op work experience is designed to provide students with a four-month, full-time work term in business, industry or government. The main thrust of this course is the opportunity to put into practise the major aspects of the students' business education. Special emphasis will be placed on assessing the attitude and work ethic of the "co-oping" student. Students will be encouraged to network in the industry and to participate in professional organizations.

**BBIO 041 (F,S,Su)**  
**Advanced Level Biology**

*Prerequisite:* BSCI 032 or Science 10 and English 11 or equivalent or BENG 031 as co-requisite.

Topics include cell structure and function, cell division, evolution, microbe and plant structure and diversity, behavioural ecology, biosphere, ecosystems, human population concerns. Laboratory exercises are included. Prepares students for many career/vocational programs.

**BBIO 042 (F,S,Su)**  
**Provincial Level Biology**

*Prerequisites:* SCI 032 or Science 10 and English 11 or equivalent or BENG 031 as a co-requisite

Topics include cell structure and function, cell division, cell metabolism, photosynthesis, human biology, including reproduction genetics, digestion, circulation, immunity, respiration, excretion, nervous system, hormones. Includes laboratory investigations. Prepares students for college level post-secondary programs for which Biology 12 is a prerequisite.

**BCHM 041 (F,S,Su)**  
**Advanced Level Chemistry**

*Prerequisites:* BMTH 031 or Math 10, and BSCI 032 or Science 10

Introduction to atomic theory, periodicity, bonding, naming compounds, mole concept, chemical reactions,

gases, solutions. Optional topics include organic chemistry, nuclear chemistry, industrial chemistry. Includes laboratory exercises. Prepares students for college science courses and many career/vocational programs.

**BCHM 042 (F,S,Su)**  
**Provincial Level Chemistry**

*Prerequisite:* BCHM 041 or Chemistry 11

*Corequisite:* BMTH 045 or Math 11

Topics include shapes of molecules, thermochemistry, rates of reactions, chemical equilibrium, solubility, acids and bases, oxidation-reduction, electrochemistry. Optional topics include nuclear chemistry, organic chemistry. Includes laboratory investigations. Prepares students for college chemistry and technology programs for which Chemistry 12 is a prerequisite.

**BCMP 031 (F,S)**  
**Intermediate Level Computer Studies**

A paced, credit course offering an introduction to commonly used business software such as word processing, spreadsheets and the Internet. Also included is an introduction to Windows disk and file management.

**BCMP 041 (F,S)**  
**Advanced Level Computer Studies**

A paced, graded course offering both an introduction to commonly used business software and essential computer concepts and terminology. Software used includes: word processing, spreadsheets, databases, graphics, Windows and the Internet. Computer concepts include examination of: processors, storage devices, input/output devices, computer communications, security, ethics, ergonomics, and purchasing considerations.

**BCMP 042 (S)**  
**Provincial Level Computer Studies**

*Prerequisite:* BCMP 041 and Math 10 or BMTH 031 with a minimum "B-" standing, or permission of the instructor.

A paced, graded course offering an introduction to computer programming. Students will analyse problems, design solutions, develop QBASIC programs, test, debug and document the software they write.

**BCOP 131 (3) (3,0,1) (F)**  
**Introduction to Programming and Programming Logic**

This is the foundation course for all programming skills developed by the program. Design techniques using hierarchy charts, flowchart, and pseudo code will be

studied. The course will use a computer language to demonstrate the structured programming skills necessary for good programming.

**BCOP 171 (3) (3,0,1) (S)**  
**The Developmental Tools of Information Systems**

A traditional look at the systems life cycle process. Modeling and charting will be included. The tools and methodology applied by the systems analyst will be studied. The course covers an overview of the system life cycle, system flow charting, Data Flow Diagrams, Normalization, Bubble Diagrams, PERT/CPM Networks.

**BCOP 204 (3) (3,0,1) (F)**  
**Business Computing III**

*Prerequisite:* BCPT 122 with minimum 'C' grade or permission of the instructor.

This course extends the students knowledge of O/S batch files to configure the modern PC for best performance. The course also provides more in depth instruction on graphic presentations and desktop publishing in the Windows environment.

**BCOP 205 (3) (3,0,1) (F)**  
**Applied Statistics for Business**

*Prerequisite:* Acceptance into the full time Business Computing Co-op Program or a minimum C+ in Math 11 or equivalent. A working knowledge of Windows.

This course provides a strong foundation in business statistical models and techniques emphasizing analysis and decision making in the face of certainty and uncertainty. Data Analysis software (SPSS) is utilized for applications of descriptive, inferential, bivariate and multiple regression models.

**BCOP 206 (3) (3,0,1) (F)**  
**Accounting for Managers**

*Prerequisite:* BFIN 141 with minimum 'C' grade or permission of the instructor.

Study of managerial and financial information requirements and controls necessary to support specific decisions with an emphasis on budgeting, forecasting, controlling and decision making.

**BCOP 214 (3) (3,0,1) (S)**  
**Business Computing IV**

*Prerequisite:* BCOP 204 with minimum 'C' grade or permission of the instructor.

Students will explore advanced database concepts, including automation techniques, using popular

Windows-based DBMS software. The following topics are included in the course: the planning, creation and maintenance of databases, the development of information retrieval techniques, the design and customization of forms, the creation and use of macros and modules in an automated system.

**BCOP 215 (3) (3,0,1) (S)**  
**Network I**

*Prerequisite:* BCOP 131 and BCOP 204 with a minimum 'C' grade or permission of the instructor.

An introduction to the field of data communications and networking, covering networking hardware/operating system concepts, modem, WAN, and LAN standards and protocols, with server installation.

**BCOP 231 (3) (3,0,1) (S)**  
**Data Management**

*Prerequisite:* CMPT 182 or BCOP 121 with minimum 'C' grade or permission of the instructor.

The structure, design and control of hierarchical, network and relational databases. Emphasis is on modeling tools as applied to business case studies.

**BCOP 303 (3) (3,0,1) (F)**  
**Information Systems & Client Server Architecture**

*Prerequisite:* BCOP 171 with minimum 'C' grade or permission of the instructor.

An introduction to client-server architecture and software using a systems approach.

**BCOP 304 (3) (3,0,1) (F)**  
**Business Computing V**

*Prerequisite:* BCOP 214 with minimum 'C' grade or permission of the instructor.

Development of solutions to mission critical business problems using advanced development tools.

**BCOP 305 (3) (3,0,1) (F)**  
**Network II**

*Prerequisite:* BCOP 215 with minimum 'C' grade or permission of the instructor.

A computer industry certified course providing a foundation for the daily tasks of network administration. Topics include: client setup and maintenance, user maintenance, server maintenance, the file system, establishing systems security, printing set-up, E-mail and backup. The successful student may apply their knowledge towards the optional certification exam.



**BCOP 306 (3) (3,0,1) (F)**  
**C++ Level I**

*Prerequisite:* BCOP 131, CMPT 184, BCOP 214 with minimum 'C' grade or permission of the instructor.

This course is an introduction to programming using the C++ Language. Topics include functions, structures, classes and arrays. This course gives a foundation for BCOP 326.

**BCOP 325 (3) (3,0,1) (Su)**  
**Network III**

*Prerequisite:* BCOP 215 or BCOP 305 with minimum 'C' grade or permission of the instructor.

A Novell Certified course providing a foundation for the daily tasks of network administration using Netware 4.x. Topics include: client setup and maintenance, global directory services setup and maintenance, user maintenance, server maintenance, the file system, establishing systems security, and print setup. After the course, the student may write the optional 4.x CNA exam for their Certified Novell Administrator designation.

**BCOP 326 (3) (3,0,1) (Su)**  
**C++ Level II**

*Prerequisite:* BCOP 306 with minimum 'C' grade or permission of the instructor.

Continuing introduction in the design and use of object-oriented programming principles using C++.

**BCPT 121 (formerly BSMG 180) (3) (3,0,1) (F,S)**  
**Business Computing I**

*Prerequisite:* None

An introduction to the use of microcomputers in business. This course provides hands-on experience with word processing, data management and graphic user interface software. It also looks at the operating system and its functions. Students will examine the uses of computers today and the selection process for acquiring hardware and software.

**BCPT 122 (formerly BSMG 222) (3) (3,0,1) (F,S)**  
**Business Computing II**

*Prerequisite:* BCPT 121 with a minimum 'C' grade, or by permission of the instructor.

This course is a continuation of BCPT 121, providing further uses of microcomputers in business. Students will receive hands-on experience with spreadsheets and presentation graphics and graphical user interface software.

**BCPT 221 (3) (3,0,1) (F,S)**  
**Business Computing Presentation Graphics**

*Prerequisite:* BCPT 122 with a minimum 'C' grade or better

This course is an introduction to sophisticated presentation, graphics and desktop publishing software, and related hardware, for the purpose of producing high quality business presentations and advertising materials on a personal computer.

**BENG 011 (3)**  
**Basic Literacy Level English**

A course in basic reading and writing. Students focus on the composition of words and basic sentences.

**BENG 021 (F,S)**  
**Fundamental Level English: Essential Writing Skills, Spelling and Word Attack.**

An introductory Fundamental course in reading and in writing of sentences and short paragraphs.

**BENG 031 (F,S,Su)**  
**Intermediate Level English: Mechanics, Basic Skills and Paragraph Writing.**

An Intermediate course in writing. Most ABE students enter the English program at this level. Students write a series of paragraphs and two longer compositions.

**BENG 040 (F,S,Su)**  
**Advanced Level English: Short Report Writing**

*Prerequisite:* BENG 031

A short-report writing course with a vocational/technical emphasis in its subject matter and approaches to writing. Students develop the summarizing, note-taking, and outlining skills necessary to organize information from a variety of sources into well-written reports.

**BENG 041 (F,S,Su)**  
**Advanced English: Advanced Report Writing**

*Prerequisite:* BENG 031

An advanced course in short-report writing. Students develop the summarizing, note-taking, and outlining skills necessary to organize information from a variety of sources into well-written reports. BENG 041 has a technical/academic emphasis in its subject matter and approaches to writing and includes introductory work in literary analysis and evaluation for students proceeding to BENG 042.

**BENG 042 (F,S,Su)**  
**Provincial Level English: Critical Reading and Essay Writing**

*Prerequisite:* 70% in BENG 041

A Provincial level course in essay writing. Students study and write a variety of essays to prepare for written work at the university-transfer level or equivalent in diploma programs. BENG 042 has an academic/literary emphasis in its subject matter and approaches to writing.

**BESC 041 (F,S)**  
**Advanced Level Earth and Environmental Sciences**

*Prerequisites:* BSCI 032 or Science 10

An introduction to the earth sciences, with environmental applications and a British Columbia emphasis. Areas of study include earth materials, notably minerals, rocks and mining; water, including sources, processes and contamination, and natural earth hazards, such as earthquakes and volcanoes, landslides and flooding. Laboratory investigations and field trips are involved. Prepares students for further courses in physical and social sciences.

**BFIN 141 (3) (3,0,1) (F,S)**  
**Accounting**

This course is an introduction to financial concepts and business principles. Students will record business transactions and create financial statements. Also they will be exposed to a broad range of topics including legal compliance, asset management and financial statement analysis.

This course is designed to prepare the student for courses in Managerial Accounting and Financial Management. We recommend that students with weak math skills take BADM 102 (Quantitative Methods) before, or at the same time as, BFIN 141.

**BFIN 142 (3) (3,0,1) (S)**  
**Financial Accounting I**

*Prerequisite:* BSMG 178 with at least a C- grade, BFIN 141 with at least a C- grade or OTEC 217 with at least a C+ grade.

Students will apply generally accepted accounting principles to the establishment and maintenance of accounting systems, including the preparation, analysis and interpretation of financial statements. (C.G.A., C.M.A., and C.A. transferable).

**BFIN 241 (3) (3,0,1) (F,S)**  
**Finance for Managers**

*Prerequisite:* BFIN 141, BADM 102 & ENGL 100 with a minimum C- grade in all courses.

In this practical financial management course students study financial management techniques. They apply this knowledge to business decisions. Topics in this course include: evaluating business performance, financial institutions and markets, valuation of financial assets, obtaining financing, managing assets and international finance. Contemporary financial issues are discussed throughout this course.

**BFIN 244 (3) (3,0,1) (F)**  
**Management Accounting**

*Prerequisite:* BFIN 141 with a minimum C- grade.

This course introduces students to the specialized area of Management Accounting. It provides an overview of controls affected internally by management using the tools of budgets, costing and analysis. Planning for an organization will be examined from both the capital and operations perspectives.

**BFIN 249 (3) (3,0,1) (S)**  
**Accounting Microcomputer Applications**

*Prerequisite:* BFIN 142 with a minimum C- grade.

Students will complete microcomputer accounting implementation projects using ACCPAC accounting software. They will be expected to demonstrate their understanding of the practical constraints of internal control in the ACCPAC environment. Systems covered will include general ledger, A/R and A/P (inventory optional). There will be additional costs for printing and disks.

Students in this course should expect to spend approximately \$75.00 for materials and group activities.

**BFIN 341 (3) (3,0,2) (F)**  
**Cost Accounting I**

*Prerequisite:* BFIN 142 with a minimum C- grade.

A study of organizational decision making and planning using accounting tools. Topics include the nature of accounting controls, common control methods, measures of management performance, and the role of the management cost accountant. (C.G.A., C.M.A., and C.A. Transferable with BFIN 342)



**BFIN 342 (3) (3,0,1) (S)**  
**Cost Accounting II**

*Prerequisite:* BFIN 341 with a minimum C- grade.

A more in-depth study of subjects covered in Cost Accounting I. Cost determination for manufacturing operations, planning and cost control systems, performance evaluation methods, and strategic decision-making methods. (C.G.A., C.M.A. and C.A. Transferable with BFIN 341)

**BFIN 344 (3) (3,0,1) (S)**  
**Personal Investment Management**

*Prerequisite:* BFIN 241.

A central theme of this course is investors using securities to increase personal wealth. This is accomplished by studying such topics as: types of securities, security markets, modern portfolio theory, active asset management, balancing risk and return, and security valuation techniques.

**BFIN 346 (3) (3,0,1) (F)**  
**Financial Accounting II**

*Prerequisite:* BFIN 142 with a minimum C- grade.

This course studies the theories underlying financial statement presentations, and is a logical continuation and reinforcement of the material covered in BFIN 142. The course encompasses the study of Financial Accounting at the intermediate level. (C.G.A., C.M.A. and C.A. Transferable with BFIN 347)

Transferable to SFU.

**BFIN 347 (3) (3,0,1) (S)**  
**Financial Accounting III**

*Prerequisite:* BFIN 346 with a minimum C- grade.

A sequel to BFIN 346 which examines current developments in financial accounting and their effects on financial statement presentation. (C.G.A., C.M.A. and C.A. Transferable with BFIN 346)

Transferable to SFU.

**BFIN 350 (3) (3,0,1) (S)**  
**Advanced Financial Management**

*Prerequisite:* BFIN 142 and BFIN 241 with a minimum C- grade.

The content of this course concentrates on the development of analytical and conceptual skills for financial decision-making. The course places emphasis on capital asset pricing models, capital budgeting and capital structures. (C.G.A., C.M.A. and C.A. Transferable with BFIN 241)

**BFIN 351 (3) (3,0,1) (S)**  
**Taxation**

*Prerequisite:* BFIN 142 with a minimum C- grade.

This course familiarizes the student with the Canadian income tax system as it applies to corporations, shareholders, and unincorporated businesses, so that the student can identify potential tax problem areas, complete the basic compliance forms, and appreciate its impact on some business decisions. (Transferable to C.M.A. and C.A.)

**BGEO 042 (S)**  
**Advanced Level Geography**

A study of the peoples of British Columbia, their physical environments and the basis of their economies.

Students will learn to assess the adaptation of people to their physical environment and to the natural resources it provides. A prime objective will be to judge the sustainability of British Columbia communities, their landscapes and resources.

**BHST 042 (S)**  
**Provincial Level History**

A survey of 20th Century History including major issues in present day Geopolitics.

**BIOL 104 (3) (4,3,0) (F)**  
**Human Biology I**

*Prerequisite:* None

This is the first term of a course designed primarily as a laboratory science elective for non-science students not planning to take further courses in biology. The basic concepts of human biology and the position of man as an organism are examined. Major topics include: the evolution of man, the structure and function of human cells and tissues, cell division, human genetics, human reproduction, development, digestion, and nutrition. BIOL 104 fulfils the entrance biology requirement for the Nursing program at BCIT.

**BIOL 105 (3) (4,3,0) (S)**  
**Environmental Biology**

*Prerequisite:* None

This course, designed primarily as a laboratory science elective for non-science students, examines a wide range of environmental issues from a biological perspective. Basic principles of ecology are developed and the impact of modern society on the environment is assessed. The overall focus is global; however, the basic ecological principles are developed using primarily British Columbian and other Canadian examples.

Major environmental issues relevant to Canada are also stressed. Major topics include: ecological concepts, conservation and endangered species, air pollution and global warming, water resources and water pollution. This course serves as a Canadian Studies credit and, together with BIOL 104, as a prerequisite for BIOL 204 and 206.

**BIOL 106 (1.5) (2,0,0) (F)**  
**Basic Introductory Biology I**

*Corequisite:* BIOL 107

This course is designed for the student who has not received a minimum of "C+" standing in Biology 12 (or BBIO 042) or who has not taken Chemistry 11 (or BCHM 041). Upon successful completion of BIOL 106 and BIOL 107, students are qualified to take BIOL 111. The course topics for BIOL 106 and BIOL 107 together are the same as for BIOL 110.

**BIOL 107 (3) (4,3,0) (F)**  
**Basic Introductory Biology II**

*Corequisite:* BIOL 106

This course is designed for the student who has not received a minimum of 'C+' standing in Biology 12 (or BBIO 042) or who has not taken Chemistry 11 (or BCHM 041). Upon successful completion of BIOL 106 and BIOL 107, students are qualified to take BIOL 111. The course topics for BIOL 106 and BIOL 107 are the same as for BIOL 110.

**BIOL 110 (3) (4,3,0) (F)**  
**Introductory Biology I**

*Prerequisite:* Biology 12 (or BBIO 042) with a minimum of "C+" standing and Chemistry 11 (or BCHM 041) or with permission of the instructor.

The standard introductory biology course for students who plan to take further courses in science. Major topics will include biochemistry, the origin of life, cell structure and function, cell division and introductory genetics.

**BIOL 111 (3) (4,3,0) (S)**  
**Introductory Biology II**

*Prerequisite:* BIOL 106/107 or 108 or 110.

A continuation of BIOL 106/107 or 108 or 110 which further develops the discussion of biological concepts including development, biological systems, evolution and ecology.

**BIOL 113 (3) (4,3,0) (S)**  
**Human Biology II**

*Prerequisite:* BIOL 104 or permission of the instructor.

A continuation of the study of human biology commenced in BIOL 104. The course focuses on the anatomy and physiology of the following organ systems: cardiovascular, respiratory, musculoskeletal, nervous, and urinary. Special emphasis will be given to health and fitness as well as discussion of disease and treatment. The laboratory sessions will provide complementary practical study of the systems, and introduce techniques used to make physiological evaluations (e.g. heart rate, EKG, blood pressure, urine analysis). Completion of BIOL 104 and BIOL 113 permits students (upon entering Basic Health Sciences at BCIT) to receive credit for BHSC 105.

**BIOL 200 (3) (4,0,0) (F)**  
**Genetics I**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111; and CHEM 108/109 or 110/111.

An introduction to the principles and mechanisms of heredity. Emphasis will be placed on an analytical approach to transmission genetics, genetics of humans, introductory molecular genetics, quantitative genetics and population genetics. There is no laboratory for this course.

**BIOL 201 (3) (4,0,0) (S)**  
**Genetics II**

*Prerequisite:* BIOL 200. BIOL 214 and concurrent registration (if not already completed) in BIOL 215 are recommended.

A continuation of the principles and mechanisms of heredity, with emphasis on the genetics of microorganisms, molecular genetics, genetic engineering and developmental genetics. There is no laboratory for this course.

**BIOL 204 (3) (4,3,0) (F)**  
**Ecology I**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111; or BIOL 104/105.

An introduction to the principles of ecology with emphasis on ecosystem and community dynamics and structure; ecosystem concepts, components, interrelationships, energy flow and nutrient cycling. Introduction to vegetation analysis in the B.C. context. Both plants and animals will be considered but plants will be emphasized. Weekly field trips examine local



biogeoclimatic zone structure and composition, while a southern B.C. field trip introduces several inland biogeoclimatic zones.

This course serves as a Canadian Studies credit.

**BIOL 205 (3) (4,3,0) (S)**  
**Ecology II**

*Prerequisite:* BIOL 204.

A continuation of ecological principles, with the introduction and application of quantitative concepts. The emphasis will be on animal ecology including population dynamics, animal behaviour, competition, predator-prey relationships, and other aspects of interactions of plant and animal populations. Weekly field trips and a three-day field trip to the Pacific Rim National Park area will be included in the course.

This course serves as a Canadian Studies credit.

**BIOL 206 (3) (4,0,0) (F)**  
**Ecology of the Western Pacific**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111; or BIOL 104/105; or GEOG 112/114; or by permission of the Biology coordinator.

This course examines the complex ecology and biogeography of the lands bordering the western Pacific Ocean. Basic principles of biogeography and ecology will be presented with reference to the regions concerned. Selected environmental issues and biogeographic characteristics will be discussed for the following regions: the Asian Mainland, with emphasis on Japan and China; the Malay Peninsula and Indonesia; and Australasia, focusing on Australia, Papua New Guinea and New Zealand. There is no lab for this course.

**BIOL 210 (3) (4,3,0) (F)**  
**Morphology of Vascular Plants**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111.

A comparative study of the vascular plant groups, the pteridophytes, gymnosperms and angiosperms with emphasis on the evolution, morphology, ecology and function of each of the groups. Discussions of problems in plant morphology.

**BIOL 212 (3) (4,3,0) (F)**  
**Invertebrate Zoology**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111.

A comparative survey of the major phyla and classes of invertebrates with emphasis upon phylogeny, adaptive

biology and ecology of each group. The course is designed around the major unifying concept of evolution. Problems of contemporary interest in the field of invertebrate zoology. The laboratory complements the lecture components and the course includes a three-day field trip to the Bamfield Marine Station.

**BIOL 213 (3) (4,3,0) (S)**  
**Vertebrate Zoology**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111.

A comparative survey of the major classes of vertebrates, emphasizing evolutionary trends especially in development and morphology of organ systems. Adaptive features in vertebrates are considered. The laboratory complements the lecture component with representative vertebrates being examined. The lab component includes several half day field trips.

**BIOL 214 (3) (4,3,0) (F)**  
**Cell Biology**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111.

*Corequisite:* CHEM 200

Transfer to UBC requires CHEM 200/201.

An integrated study of the structure and function of cells and their components. Ultrastructure of cell organelles as determined by electron microscopy will be related to the molecular functions of cells. Emphasis will also be placed on the techniques used to study cells, the evolutionary origin of cells and their components, and on comparisons between specialized cell structure and function. The laboratory exercises will use modern methods of microscopy and separation techniques in a detailed study of cell structures and their functions.

**BIOL 215 (3) (4,3,0) (S)**  
**Biochemistry**

*Prerequisite:* BIOL 214.

*Corequisite:* CHEM 201.

An examination of the fundamental principles and basic facts of biochemistry starting with protein structure and enzyme functions. Cell energetics, biosyntheses and mechanisms which control cell metabolism will also be considered. The laboratory will involve detailed experimental analyses, using the current techniques of biochemistry, of the molecular functions of cells and tissues.

**BIOL 220** (3) (4,3,0) (F)  
**Microbiology I**

*Prerequisite:* BIOL 106/107 or 108 or 110, and 109 or 111; CHEM 108/109 or 110/111.

Transfer to UBC requires CHEM 200/201.

A comprehensive treatment of introductory microbiology. The origin, basic structure, growth and metabolism of micro-organisms will be discussed. The lab provides practical experience in standard microbial techniques.

**BIOL 221** (3) (4,3,0) (S)  
**Microbiology II**

*Prerequisite:* BIOL 220.

A continuation of BIOL 220, emphasizing genetics, immunological aspects, and ecology of micro-organisms. The role of micro-organisms in agriculture, various industries, health and sanitation is considered.

**BMKT 160** (3) (3,0,1) (S)  
**Marketing**

An overview of marketing as applied to computer and related markets and products. Students will participate in class discussions related to product planning, research, promotion and distribution systems. Each student will make a sales presentation to the class.

**BMKT 161** (3) (3,0,1) (F,S)  
**Marketing**

This course covers the full spectrum of Canadian marketing of consumer products and services including: Market segmentation, consumer behaviour, products, packaging, distribution and promotion.

Students will analyze case problems and prepare a report about a "real-life" product or service from a consumer point of view.

Videos, guest speakers and in-class discussion about marketing topics will assist in the learning experience.

**BMKT 163** (3) (3,0) (F)  
**Small Business Management II**

This course will allow the student to develop a business plan utilizing workshops in specific areas of sound business planning. Upon completion of this course the student will have a plan ready for submission to financial advisors.

**BMKT 164** (3) (3,0,0) (S)  
**Small Business Management I**

An introduction to marketing, market research and financial record keeping. These foundation topics will

provide a base upon which students will develop knowledge and skills related to operating a business of their own.

**BMKT 261** (3) (3,0,1) (F,S)  
**Advertising**

*Prerequisite:* BMKT 161.

This course will examine the Canadian and American advertising industry from both micro and macro perspectives. It will enable the student to grasp the basic theoretical and practical approaches to advertising and provide an insight into the various aspects of advertising history, creativity, communication systems, media choice, and other functions. This is not a course on designing, creating, and preparing specific types of advertising, but is meant to serve as an overview of what advertising is and how it relates to other marketing concepts and operations. Students will participate in an advertising campaign simulation project.

**BMKT 263** (3) (3,0,1) (F,S)  
**Professional Selling Skills**

An introduction to professional selling. Communication basics, including effective listening, probing, problem finding and solving, and creativity will be covered. Specific techniques of professional selling including prospecting, qualifying and contracting prospects. The course will also explore, in depth, the organization and management of sales activities.

**BMKT 360** (3) (3,0,1) (F)  
**Marketing Research**

*Prerequisites:* BMKT 161 and BADM 210.

An introductory course indicating how to make the most out of marketing research. Through practical applications of a research project, students will learn the elements of research design, basic methods of collecting data, analysis and reporting. Applications of Canadian and American research will be studied.

**BMKT 362** (3) (3,0,1) (S)  
**Event Marketing and Management**

*Prerequisite:* BMKT 161.

The trend in business today is to extend marketing dollars into the area of event marketing. This course will introduce students to the skills and concepts necessary to create, finance, and manage a special event. Students will be expected to demonstrate an understanding of how to choose and develop a specific event, demonstrate a knowledge of specific budget elements and their relationship to revenue generating,



develop an understanding of event marketing and understand the administrative structure and skills necessary to manage a special event.

**BMKT 364 (3) (3,0,1) (S)**  
**Consumer Behaviour**

*Prerequisite:* BMKT 161, BMKT 360.

Today, as never before, studying the behaviour of consumers is paramount for anyone pursuing a business career, especially in the marketing area. A blend of both concepts and applications from the field of consumer behaviour will form the basis of this course. Students should find this subject very interesting and motivational when applied to several aspects of business management including marketing research, creative advertising, team building and environmental marketing. Research projects, case discussions and problem solving will be stressed in both individual and team activities.

**BMKT 365 (3) (3,0,1) (F)**  
**Marketing Strategies and Decision Making**

*Prerequisite:* BMKT 161.

This course will explore in greater depth the concepts of values and lifestyles, product development, service marketing, positioning, strategic planning, tactical promotion, international marketing and marketing not-for-profit organizations. The focus will be on analyzing marketing problems, developing strategic decision-making skills and applying "hands-on" tactical solutions for results. Guest lecturers, projects and special field trips will be used to enhance the classroom components.

**BMKT 366 (3) (3,0,1) (F)**  
**Professional Sales and Management**

*Prerequisite:* BMKT 263.

This course will cover two main topics, advanced professional selling techniques and sales force management. Students will develop and practise their selling skills in class and on a real-life sales project. The tools and systems of sales management will also be explored to prepare the individual for the human resource factor related to that type of position.

**BMKT 367 (3) (3,0,1) (S)**  
**Promotion Strategy and Analysis**

*Prerequisite:* BMKT 261.

This is a course dealing with the development of an advertising campaign (CAP-ADS). Students will study campaign strategy including how it is planned and organized in cooperation with the production, market-

ing, sales and finance departments as well as the use of outside agencies. Some time will be spent with advertising research as a pre and post control factor.

**BMTH 021 (F,S,Su)**  
**Fundamental Level Mathematics**

Whole numbers, fractions, decimals, ratio and proportion, percent, powers and roots, averages and graphs. This course is designed to prepare students for an Intermediate course in mathematics.

**BMTH 031 (F,S,Su)**  
**Intermediate Level Mathematics**

Introductory algebra and elementary plane and solid geometry. This course is designed to prepare students for an Advanced course in mathematics.

**BMTH 045 (F,S,Su)**  
**Advanced Level Math - Algebra & Trigonometry**

*Prerequisite:* BMTH 031 or equivalent with at least a "B-"

Review of real numbers, powers, laws of exponents; polynomials and rational expressions, factoring, quadratic equations, maxima and minima; functions and relations; quadratic functions; transformations of relations; circle geometry, theorems and proofs; trigonometry, right and oblique triangles, functions of angles in standard position. An ABE Advanced Certificate course, BMTH 045 is designed to prepare students for a precalculus course. It is the equivalent of Math 11 or Math 090/095.

**BMTH 046 (F,S,Su)**  
**Provincial Level Math - Algebra and Trigonometry**

*Prerequisite:* BMTH 045 or equivalent with at least a "B-"

Solving linear, absolute value, quadratic, and rational inequalities; analyzing, manipulating and graphing functions, approximating the roots of polynomial; graphing rational functions; exponential and logarithmic functions; trigonometric functions, analytic trigonometry; series and sequences; complex numbers; conic sections. An ABE Provincial Certificate course, BMTH 046 is a precalculus course for students intending to enrol in a first year program in sciences or mathematics. It is the equivalent of Math 12 or Math 105.

**BPHY 041 (F,S,Su)**  
**Advanced Level Physics**

*Prerequisites:* BMTH 031 or Mathematics 10, and BSCI 032 or Science 10

*Corequisite:* BMTH 045

Introduces motion, forces, vectors, gravitation, momentum, work, power, energy, electricity, series and parallel circuits, electric fields, rotational motion, light, magnetism, waves, heat. Includes laboratory investigations. Prepares students for college courses and many career/vocational programs.

**BPHY 042 (F,S,Su)**  
**Provincial Level Physics**

*Prerequisites:* BPHY 041 or Physics 11

*Corequisite:* BMTH 045 or Math 11

Topics include kinematics, dynamics, vectors, work and energy, circular motion, momentum, rotational motion, equilibrium, electrostatics, circuits and instruments, electromagnetic induction, waves, sound, electromagnetic waves, optics. Includes laboratory investigations. Prepares students for college physics and technology programs for which Physics 12 is a prerequisite.

**BSCI 021 (F,S,Su)**  
**Fundamental Level General Science**

An introduction to the basic scientific concepts and language of general science.

**BSCI 032 (F,S,Su)**  
**Intermediate Level General Science**

Basic scientific principles in biology, chemistry and physics needed to progress to higher level science courses.

**BSOC 031**

Intermediate Level Social Studies

An introduction to the fundamental principles of Economics, Canadian history, government legal system and the development of analytical and interpretive skills.

**BSOC 041 (F)**  
**Advanced Level Social Studies**

A study of economic, political, and social issues in Canada and in some neighbouring countries.

Students will learn basic skills of social analysis that will enhance their ability to participate in decisions and policies that affect their economic, political and social interests.

**CHEM 030 (3) (4,0,0) (F)**  
**An Introduction to Chemistry**

*Prerequisite:* None

This course is designed for those students who have had no previous chemistry, and who wish to go on in sciences. Atoms, molecules, the mole, chemical formulas, ionic and covalent bonding. Balancing equations, simple stoichiometry problems, solutions, acids, bases and salts, equilibrium, gas laws.

**CHEM 090 (1.5) (2,0,0) (F,S)**  
**An Introduction to Chemistry I**

*Prerequisite:* None

This course is designed for those students who have had no previous chemistry, and who wish to go on in sciences. Atoms, molecules, the mole, chemical formulas, ionic and covalent bonding; balancing equations, simple stoichiometry problems and solutions.

**CHEM 101 (3) (4,3,0) (F,S)**  
**Fundamentals of Chemistry**

*Prerequisite:* Chem 11 or Chem 12 (C or less) or CHEM 090 or BCHM 041; Math 11 required, Math 12 preferred.

A study of chemical principles, nomenclature, stoichiometry and solutions, gases, chemical bonding, thermochemistry; an introduction to acids and bases and nuclear chemistry.

**CHEM 110 (3) (4,3,0) (F, S)**  
**Bonding and Structure**

*Prerequisite:* Chem 12 (C+ or greater) and Math 12; Chem 11 (A) and Math 12 (A or B); BCHM 042 (C+ or greater) and Math 12; or Chem 101 (C- or greater) and Math 12.

*Corequisite:* MATH 105 or 110 or 116/117.

A course for students who plan careers in science. A brief review of stoichiometry, nomenclature and the gaseous state; atomic structure; periodic trends; chemical bonding and molecular structure; an introduction to organic chemistry; solutions and colligative properties. *CHEM 110/111 may be completed by guided self-study format; however, this option is not available in 1998/99.*

**CHEM 111 (3) (4,3,0) (S)**  
**Chemical Dynamics and Energetics**

*Prerequisite:* CHEM 108 or 110.

*Corequisite:* MATH 110 or 116/117.

Kinetics; equilibrium; acids, bases, salts and buffers;



thermodynamics; solubility; redox equations and electrochemistry; recovery of metals from ores. *CHEM 110/111 may be completed by guided self-study format; however, this option is not available in 1998/99.*

**CHEM 200 (3) (4,3,0) (F)**  
**Organic Chemistry I**

*Prerequisite:* CHEM 105, 109 or 111. Any student who has attempted the course previously will not be allowed to register without the instructor's permission.

A study of nomenclature, structure, and spectroscopy of organic molecules; alkanes, alkenes, alkynes, organometallic compounds, alcohols, ethers, alkyl halides; mechanisms and stereochemistry.

**CHEM 201 (3) (4,3,0) (S)**  
**Organic Chemistry II**

*Prerequisite:* CHEM 200

Aromatic chemistry, aldehydes, ketones, acids and their derivatives, carbanions; amines; nitro, azo, diazo and related compounds; heterocyclics; carbohydrates, protein chemistry; polymers; natural products.

**CHEM 204 (3) (4,3,0) (F)**  
**Introduction to Physical Chemistry**

*Prerequisite:* CHEM 109 or 111, or CHEM 105 with a "B" standing, MATH 111 or 126/127.

This course is an introduction to chemical thermodynamics and its application to gas behaviour, chemical and phase equilibria, colligative properties, ionic solutions, electrochemistry and chemical kinetics.

**CHEM 205 (3) (4,3,0) (S)**  
**Introduction to Inorganic Chemistry**

*Prerequisite:* CHEM 109 or 111, or CHEM 105 with a "B" standing.

An introduction to the properties, bonding, structure and reactivity of coordination complexes of the first row elements. Modern spectroscopic methods and chemical kinetics will also be covered. The laboratory component emphasizes the synthesis of inorganic compounds and the use of modern analytical instruments.

**CHEM 206 (3) (4,3,0) (S)**  
**Introduction to Analytical Chemistry**

*Prerequisite:* CHEM 109 or 111, or CHEM 105 with a "B" standing.

The basic principles and techniques of analytical chemistry, including neutralization, complex-formation and gravimetric reactions. Various types of chromatog-

raphy will be introduced along with an introduction to visible and ultraviolet spectroscopy, atomic absorption spectroscopy and electrochemical methods of analysis. *This course is not offered in 1998/99.*

**CHIN 100 (3) (4,1.75,0) (F, Su)**  
**Beginning Chinese I**

Introduction to Mandarin Chinese using the Pinyin system of pronunciation in Mainland China. For complete beginners (spoken and written) in Chinese. This course starts with basic tones and pronunciation to prepare students to speak the language. It also teaches basic grammar and the writing of about 150 Chinese characters.

**CHIN 101 (3) (4,1.75,0) (S, Su)**  
**Beginning Chinese II**

*Prerequisite:* CHIN 100 or permission of instructor.

CHIN 101 takes students who have learned basic Mandarin phonetics and about 150 Chinese characters. This course stresses conversational skills and listening comprehension using situational dialogues. Students will learn more grammatical structures and Chinese characters. They will also learn how to use a Chinese dictionary as a tool for further study.

**CHIN 102 (1.5) (3,1,0) (F)**  
**Introduction to Chinese I**

*For Asia Pacific Management Cooperative program students only.*

This course introduces APMCP students to the basics of Mandarin and develop basic communication skills through the study of vocabulary, grammar, sentence structure and culture.

**CHIN 103 (3) (3,1,0) (S)**  
**Introduction to Chinese II**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* CHIN 102 or permission of the instructor.

This course is a continuation of CHIN 102.

**CHIN 150 (3) (4,1.75,0) (F, Su)**  
**Spoken Mandarin I: For Speakers of Other Chinese Dialects**

This is a Mandarin conversational course for speakers of other Chinese dialects. Students should have a good command of Chinese characters and grammar. This course is designed for students to gain fluency in spoken Mandarin Chinese, particularly in the areas of aural comprehension and oral fluency.

**CHIN 151 (3) (4,1.75,0,) (S,Su)**  
**Spoken Mandarin II: For Speakers of Other Chinese Dialects**

*Prerequisite:* CHIN 150 or the equivalent or permission of instructor.

This conversational course continues with the development of aural comprehension and oral fluency in Mandarin for speakers of other Chinese dialects. Contrasts between Mandarin and other dialects will be made. Perfection of Mandarin pronunciation "Pinyin" will be stressed.

**CHIN 200 (3) (4,1.75,0) (F)**  
**Intermediate Chinese I**

*Prerequisite:* CHIN 101 or permission of instructor.

This course is for students who know the basics of Mandarin phonetics and grammar and approximately 600 Chinese characters, or for those who have completed CHIN 100 and 101. It teaches more Chinese characters, focusing on reading and writing of simple Chinese texts. Chinese literature is also introduced.

**CHIN 201 (3) (4,1.75,0) (S)**  
**Intermediate Chinese II**

*Prerequisite:* CHIN 200 or permission of instructor.  
Continues the work of CHIN 200.

**CHIN 202 (1.5) (3,1,0) (F)**  
**Introduction to Chinese III**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* Completion of one year of Chinese or instructor's permission.

This course is designed to provide APMCP students with functional Chinese communication skills for daily and job-related circumstances in China and other Mandarin-speaking countries and regions.

**CHIN 203 (3) (3,1,0) (S)**  
**Introduction to Chinese IV**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* CHIN 202 or instructor's permission.

This course is a continuation of CHIN 202.

**CMNS 080 (3) (4,0,0) (Su)**  
**Career Program Communications Preparation for ESL Students**

Aims at bridging the gap between ESL courses and communications courses required by Career/Vocational

programs. The course assignments include letters, memos, proposals and a résumé. Emphasis throughout the course is on audience, style, tone and formats appropriate to business writing, with little focus on English mechanics.

**CMNS 110 (3) (3,0,1) (F,S)**  
**Standard English Usage**

A course in grammar, spelling, punctuation, and diction. Students also gain experience in proofreading, correcting and revising short written assignments.

**CMNS 111 (3) (3,0,1) (S)**  
**Administrative Writing**

Intended for writers who work in corporate communications or administration, this course covers the basics of memorandums, internal reports, evaluations, briefs, and proposals. Some attention to online communications, and strong emphasis on developing a clear writing style.

**CMNS 115 (3) (3,0,1) (F)**  
**Communications for Animation**

Students will be taught various communications skills necessary for success in the animation industry. Content will include presentation, writing and research skills, and script writing for animation.

**CMNS 120 (3) (3,0,1) (F)**  
**Effective Writing and Speech**

A course emphasizing structure and style in spoken and written communication, with some review of English basics as well. By writing and editing short essays, students develop a writing style both concise and precise.

**CMNS 125 (1.5) (3,0,1) (F)**  
**Communication Theory**

A survey of principles influencing interpersonal communication as well as mass media: print, film, video, and audio. Exploration of communication theory as it applies to digital media.

**CMNS 130 (3) (3,1,0) (F,S)**  
**Introductory Media Communications**

An introduction to writing and speaking for Media Resources students.

**CMNS 136 (3) (4,0,0) (S)**  
**Introduction to Film & TV Scriptwriting in Canada**

An application of proven trends and strategies in commercial scriptwriting with focus on the transfer of



the writer's concept into cinematic script. The goal is to apply techniques observed in screenings to the development of a Masterscene script intended for portfolio development. Marketing strategies in the Canadian film, television and new media industries will also be discussed.

**CMNS 145 (3) (3,0,1) (F,S)**  
**Computer Writing**

Writing, editing and revising technical and non-technical information for the computer medium, especially hypertext for Web sites. Attention to concise style, logical organization and the limitations of the computer screen.

**CMNS 152 (3) (3,0,1) (F,S)**  
**Report Writing**

Writing for the workplace: letters, memorandums, and reports. Review of English basics in the context of business writing.

**CMNS 153 (3) (3,0,1) (S)**  
**Communications and the Arts**

*Prerequisite:* CMNS 120 or proven English skills.

The use of language in combination with graphic and other arts. Attention to job-search strategies suitable for artists and craftspersons. Writing assignments include an article on some aspect of art which the student will submit for publication. A spoken presentation may be required.

**CMNS 154 (3) (3,0,1) (F,S)**  
**Communications in Outdoor Recreation and Tourism**

Writing and speech related to Outdoor Recreation and Tourism Management: reports, memorandums, press releases, article briefs and proposals. A spoken presentation may be required.

**CMNS 156 (3) (3,1,0) (S)**  
**Advanced Media Communications**

A continuation of CMNS 130 with emphasis on interviewing techniques in applied situations. The course also deals with public speaking and group leadership techniques.

**CMNS 159 (3) (3,0,1) (F,S)**  
**Communications for the Legal Secretary**

Strong emphasis on English basics (grammar, spelling, punctuation, correct usage), proofreading skills, and business writing.

**CMNS 170 (3) (0,0,4) (F)**  
**Presentation Skills for Public Speaking**

The dynamics of organizing material, overcoming shyness and developing poise as a speaker in a variety of contexts. Attention to research, voice training, nonverbal communication, and strategies for timing presentations. This course uses the television laboratory whenever possible, enabling students to see themselves on camera, as well as to benefit from feedback from others, as they refine their ability to project, to organize their thoughts, and to address audience needs.

**CMNS 179 (3) (4,0,0) (S)**  
**Legal Communications**

For students in the Legal Assistant program, CMNS 179 emphasizes clear legal usage and style, as well as business writing formats in law. Some attention as well to the fine points of English basics.

**CMNS 190 (3) (3,0,1) (F,S)**  
**Magazine Article Writing**

Researching and writing articles for publication in news media and magazines. Analysis of magazine readership, techniques of researching and interviewing, the current market for articles and development of an effective prose style. Students will write three articles in suitable format and submit them for publication in established periodicals.

**CMNS 220 (3) (3,0,1) (F,S)**  
**Advanced Business Writing and Editing**

*Prerequisite:* Successful completion of ENG 100.

Researching, organizing, writing and editing extensive business documents: reports, proposals, memorandums, press releases. Particular attention to clear style and logical organization.

**CMNS 250 (3) (4,0,0) (S)**  
**Introduction to Technical Writing**

Technical writing for science, engineering and the professions. Emphasis on definitions, process analysis, writing instructions, résumé preparation, and an extended formal report. The course includes examination of technical reports and study of the role of technical writing in corporate and scientific settings.

**CMNS 280 (3) (3,0,1) (F,S)**  
**Marketing Commercial Fiction**

Preparing short stories and novels in commercial genres such as mysteries, romances, thrillers and science fiction. Discussion of the market for such

fiction in Canada and the U.S. Students will submit three assignments (such as three short stories or a novel synopsis and two chapters) in marketable form. Students should discuss their plans with the instructor before registering.

**CMNS 290 (3) (3,0,1) (F,S)**  
**Marketing a Non-Fiction Book**

Planning, organizing, researching and writing a publishable non-fiction book. Survey of potential markets, development of a detailed outline, and production of a proposal including a query letter, outline, and sample chapters for submission to an appropriate publisher. Students should discuss their plans with the instructor before registering.

**CMNS 354 (3) (4,0,0) (F,S)**  
**Advanced Communications Skills and Resources for Tourism Management**

*Prerequisites:* CMNS 154 or its equivalent, plus computer literacy and Internet access.

Intended for students registered in the Open University Tourism Management degree program, CMNS 354 is delivered in a modular format, and is aimed at developing advanced skills in written and verbal communications, including technical writing, presentation skills, and information technology applications.

**CMNS 356 (3) (3,0,1) (S)**  
**Advanced Media Communications**

A continuation of CMNS 130 with emphasis on interviewing techniques in applied situations. The course also deals with public speaking and group leadership techniques.

**CMPT 152 (3) (3,0,1) (S)**  
**Structured Programming**

Introduction to programming logic and program design. This course concentrates on planning, designing and charting programs for business related problems. The main part of the course is theory based with some hands-on practical work in the latter weeks using a modern programming language.

**CMPT 153 (1.5) (3,0,1) (S)**  
**Object Oriented Programming I**

*Prerequisite:* CMPT 152 or BCOP 131 with a minimum 'C' grade or permission of the instructor.

An introduction to object oriented programming using Visual Basic in the Windows environment.

**CMPT 154 (3) (3,0,1) (Su)**  
**Object Oriented Programming II**

*Prerequisite:* CMPT 153 with a minimum 'C' grade or permission of the instructor.

Continuation of object-oriented programming and design using C + +.

**CMPT 155 (3) (3,0,1) (S)**  
**Quantitative Methods for Managers**

*Prerequisite:* Acceptance into the full-time program or permission of the instructor.

A survey of the basic quantitative tools used to aid decision making. Financial and statistical concepts, methods and applications will be examined.

**CMPT 180 (3) (3,0,1) (S)**  
**Microcomputer Applications I**

Provides an orientation to microcomputers in business; including word processing, communicating with operating systems and spreadsheets.

**CMPT 182 (3) (3,0,1) (S)**  
**Introduction to Systems**

Provides a basic understanding of systems concepts and development of specific skills: form design, coding, flow charting, life-cycle phases and related written communication.

**CMPT 184 (3) (3,0,1) (Su)**  
**Visual Basic**

*Prerequisite:* CMPT 152 and CMPT 180 with a minimum 'C' grade or permission of the instructor.

Application of object oriented visual development techniques to produce Windows applications. Also a foundation of the Windows programming tools.

**CMPT 189 (3) (3,0,1) (S)**  
**Intro to a Third Generation Language**

*Prerequisite:* BCOP 131 or CMPT 152 with minimum C grade.

Organization and writing of programs, program structure and language, text editing and compilation. Further, students will learn how to handle I/O for disk and reports. Emphasis will be placed on developing typical business programs.

**CMPT 191 (3) (3,0,1) (S)**  
**Accounting for Managers I**

Develops an understanding of the elements of the accounting cycle. Introduces basic accounting concepts and procedures as a basis for financial decisions.



Emphasis will be placed on accounting information, systems and control.

**CMPT 222 (3) (3,0,1) (S)**  
**Microcomputer Applications II**

*Prerequisite:* CMPT 180 with a minimum 'C' grade or permission of the instructor.

Provides a basic understanding of microcomputer concepts, hardware and software selection criteria, and system and application software. Provides hands-on experience with Windows, spreadsheets, presentation graphics and data base management.

**CMPT 223 (3) (3,0,1) (Su)**  
**Microcomputer Applications III**

*Prerequisite:* CMPT 222 with a minimum 'C' grade or permission of the instructor.

Students will explore advanced database concepts, including automation techniques, using popular Windows-based DBMS software. The following topics are included in the course: the planning, creation and maintenance of databases, the development of information retrieval techniques, the design and customization of forms, the creation and use of macros and modules in an automated system.

**CMPT 224 (3) (3,0,1) (F,Su)**  
**Microcomputer Applications IV**

*Prerequisite:* CMPT 223 with a minimum 'C' grade or permission of the instructor.

This course covers the application of graphics and desktop publishing development techniques in the production of presentations in a Windows and web pages environment. A solid foundation in computer hardware and trouble shooting techniques is also included.

**CMPT 230 (3) (3,0,1) (F)**  
**Operating Systems**

*Prerequisite:* CMPT 184, CMPT 223 with a minimum 'C' grade or permission of the instructor.

Comprehensive knowledge of the widely used operating systems: UNIX, MS-DOS and Windows-NT. Some emphasis on file structures and recovery from hardware/software errors as well as the operating system's Job Control Language and web server installation.

**CMPT 276 (1.5) (1.5,0,,5) (F)**  
**Projects in Industry - Practicum**

Work experience with host companies for the purpose of applying knowledge to complete an industry-oriented project.

**CMPT 289 (3) (3,0,1) (F)**  
**Systems Implementation**

*Prerequisite:* CMPT 293 with a minimum 'C' grade or permission of the instructor.

A project based course where students implement an on-line computer system applying analysis and design concepts from the System Development Life Cycle.

**COMM 290 (3) (4,0,0)(F)**  
**Quantitative Methods for Business**

A study of standard quantitative methods used in business and industry, including decision theory and basic probability. The study of computer software packages is included.

**COMM 291 (4) (6,0,0) (S)**  
**Applications of Statistics in Business**

*Prerequisite:* C- or better in COMM 290

The methods and applications of statistics in business; continuous random variables; sampling; estimation of parameters; hypotheses testing and regression analysis.

**COMM 292 (4) (6,0,0) (S)**  
**Principles of Organizational Behaviour**

Behaviour in organizations as it affects people or individuals, their relationships with others, their performance in groups and their effectiveness at work.

**COMM 293 (3) (4,0,0) (F)**  
**Financial Accounting**

An introduction to the construction and interpretation of financial statements and reports including the balance sheet, income statement, statement of retained earnings and the statement of change in financial position.

**COMM 294 (4) (6,0,0) (S)**  
**Managerial Accounting**

*Prerequisite:* C- or better in COMM 293

Introduction to the development and use of accounting, information for management planning and control and the development of cost information for financial reports.

**COMM 297 (3) (4,0,0) (S)**  
**Capital Markets and Institutions**

Introduction to the economic environment in which businesses operate including the role of the Bank of Canada. Analysis of domestic and international money markets and institutions and the basic capital asset valuation models.

**COMM 392 (3) (4,0,0) (S)**  
**Labour Relations**

An introduction to union-management relations which includes the study of trade union history and structure, the collective bargaining process and labour legislation.

**COMP 101 (3) (3,0,1) (F,S,Su)**  
**Computers and their Applications**

*Prerequisite:* Math 11 with at least "B" grade, or at least "C-" grade in MATH 095, or permission of the instructor.

An introduction to the basic concepts of computer hardware and software, operating systems, applications software and programming, and a study of some of the social and ethical implications of the increasing use of computers.

Students will gain experience with a microcomputer operating system, various software packages including word processor, spreadsheet and database, and an interpreted programming language environment. The course also includes an introduction to problem solving, algorithm design and computer programming.

This course serves as an introduction to Computing Science for students who do not have previous computing experience. It also serves as a good science option for students in Arts or Commerce.

**COMP 102 (3) (3,0,1) (F)**  
**Introduction to Programming**

*Corequisite:* MATH 110 or 116/117 or permission of the instructor.

*Note:* This course is intended for students registered in the Engineering program, and other students may enrol only with the permission of the instructor.

An introduction to computer programming emphasizing principles of functional decomposition and procedural abstraction; principles of problem solving and algorithm design, basic techniques for representing and manipulating problem data. The student will learn how to design, develop and document well-structured programs.

No programming experience is necessary, but previous exposure to microcomputers is helpful.

**COMP 110 (4) (4,0,1.3) (F,S,Su)**  
**Fundamentals of Programming**

*Prerequisite:* Math 12 with at least a "B" grade, or at least a "C-" grade in MATH 105. At least a "B" grade in CS 12 or COMP 101.

A disciplined approach to modular program design. The course emphasizes the design of data structures and the development of algorithms, with applications to areas of theoretical computing science. Compilation and execution processes and associated data structures are studied. Topics include data abstraction and abstract data types, dynamic data structures, strings, stacks and lists, recursion, searching and sorting methods.

This course is designed for science students with a solid foundation in modular algorithm design using a high-level language such as Pascal, who wish to continue with computing science as a core or elective in the first year. Together with COMP 111, it forms the prerequisite for the second year computing science program.

**COMP 111 (3) (4,2,0) (F,S)**  
**Fundamentals of Computing**

*Prerequisite:* A least a "C-" grade in COMP 110.  
*Corequisite:* MATH 110 or 116/117.

A theoretical and practical introduction to concepts of computing and machine organization. On the theoretical side, the course deals with the issues of computability and solvability of problems, and introduces the Turing machine as a model of an abstract computer. Practical experience with programming in a low-level language exposes the student to the fundamentals of number representation, organization of memory, implementation of high level language instructions, operations of assemblers, linkers and loaders, execution of programs, and processing of interrupts and system calls.

**COMP 133 (1) (1,1,0) (S)**  
**Scheme and Computer Programming**

*Prerequisite:* A "C-" grade or better in COMP 110 or permission of the instructor.

An introduction to the programming language Scheme. Scheme is an ideal language for illustrating and clarifying fundamental computer programming concepts. It is a small language and easy to learn quickly, yet supports powerful facilities or abstraction and generalization. This course uses Scheme to investigate concepts such as data abstraction, procedural abstraction, recursion, functional programming and object-oriented programming.



**COMP 201 (4) (4,0,1.3) (F,S)**  
**Computer Systems and Networks**

*Prerequisite:* A "B" grade in COMP 101.

An introduction to the concepts of operating systems in the context of practical applications. This course is intended to give students a well-rounded background in working with a variety of computer systems including stand-alone DOS/Windows computers, multi-user Unix environments, and networks. Applications include: customising a microcomputer system using initialization and batch files; using Unix commands and writing shell scripts; managing network files; printing; users and security in a client/server system.

**COMP 212 (3) (4,2,0) (S)**  
**Computer Design and Architecture**

*Prerequisite:* A "C-" grade or better in COMP 111.

An introduction to the design and analysis of digital computer circuitry. Hardware storage of numeric and logic values. Introduction to arithmetic/logic digital circuitry and integrated circuits. Design and analysis of combinational and sequential logic circuits including adders, comparators, decoders, multiplexors and counters. Finite state machines and state equations. MSI and LSI components: registers, counters, RAM.

**COMP 222 (4) (5.3,0,0) (F)**  
**Data Structures**

*Prerequisite:* A "C-" grade or better in COMP 111 or permission of the instructor.

A study of frequently used data structures and algorithms for manipulating them. This course emphasizes abstract data types and object-oriented programming. Topics studied include lists, stacks, queues, trees, sets, tables and graphs, static and dynamic implementations of these data types, recursion, analysis of the algorithms, searching and sorting.

**CRIM 101 (3) (4,0,0) (F,S)**  
**Introduction to Criminology**

This course is intended to introduce students to the analysis of the relationship between crime and society. The core concept is that "crime" is embedded in social structure and process and therefore must be understood in relation to rather than apart from "normal" social activity. A variety of classical and contemporary perspectives on the definition, causes and consequences of crime will be explored and student analysis of contemporary issues involving crime in Canadian society will be encouraged.

**ECON 100 (3) (4,0,0) (F,S)**  
**Introduction to Economics**

This course traces the development of, and conflicting views on, the nature of the capitalist economic system. It focuses on the historical development of capitalist society and the divergent interpretations of the operation of capitalism as found in the writings of such economists as Adam Smith, David Ricardo, Karl Marx, J.M. Keynes and Milton Friedman. It deals with contemporary issues and such basic concepts as supply and demand.

**ECON 111 (3) (4,0,0) (F,S)**  
**Principles of Microeconomic Theory**

This course presents a study of the theoretical constructs of consumer behaviour and the operation of business firms in the market economy under conditions of perfect competition, oligopoly, monopoly and monopolistic competition. Included is the analysis of the firm's equilibrium condition and the determinants of income distribution.

**ECON 112 (3) (4,0,0) (F,S)**  
**Principles of Macroeconomic Theory**

*Prerequisite:* ECON 111.

This course presents the formal Keynesian theory of income determination and its contemporary critiques. Included is the study of the possible causes and solutions to unemployment and inflation and the importance of the international economy. Government fiscal and monetary policies are examined in detail.

**ECON 207 (3) (4,0,0)**  
**Managerial Economics**

*Prerequisite:* ECON 111 and 112.

This course is an application of microeconomics theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by firms.

**ECON 210 (3) (4,0,0)**  
**Money and Banking**

*Prerequisite:* ECON 111 and 112.

This course is designed to facilitate an understanding of financial markets and financial institutions both in Canada and in other major industrial countries. The course will examine current issues in the regulation of financial institutions and analyze the factors behind the determination of exchange and interest rates.

**ECON 211 (3) (4,0,0) (F)**  
**Intermediate Microeconomic Analysis**

*Prerequisite:* ECON 111 and 112, MATH 108 or 110 or 116/117.

This course presents an in-depth look at such topics as consumer behaviour, production, exchange, equilibrium of the firm under different market structures, factor markets, and economic welfare. Not transferable to SFU.

(Students registered in the Commerce program will be given priority.)

**ECON 212 (3) (4,0,0) (S)**  
**Intermediate Macroeconomic Analysis**

*Prerequisite:* ECON 111 and 112, Math 108 or 110 or 116/117.

The course presents an in-depth look at such topics as income and employment theory, monetary theory, the open economy, economic fluctuations and growth. Not transferable to SFU.

**ECON 250 (3) (4,0,0) (F)**  
**Economic History of the Pre-Industrial Era**

*Prerequisite:* ECON 111 and 112, or permission of the instructor.

This course provides a broad sweep of economic history from the Old Stone Age to the Industrial Revolution. The economics of the prehistoric era, the River Civilizations, Classical Antiquity and Europe in the Middle Ages are studied, while emphasis is placed on the transition from feudalism in Europe to early forms of capitalism. (Students cannot receive credit for both ECON 250 and the former 120.)

**ECON 252 (3) (4,0,0) (S)**  
**Economic History of the Industrial Era**

*Prerequisite:* ECON 111 and 112, or permission of the instructor.

This course provides a study of the Industrial Revolution and subsequent economic growth in the context of several countries, including Canada.

Contrast is made between the paths of development of today's industrial economies and those nations now attempting to industrialize. (Students cannot receive credit for both ECON 252 and the former 121.)

**ECON 290 (3) (4,0,0) (S)**  
**Public Policy I**

*Prerequisite:* ECON 111 and 112.

The course involves an examination of current government microeconomic policies, including resource

management, utility regulation and pricing, international trade, income distribution, taxation, education and health care.

**ECON 291 (3) (4,0,0) (F)**  
**Public Policy II**

*Prerequisite:* ECON 111 and 112.

The course involves an examination of current government macroeconomic policies, including fiscal and monetary policies, debt management policies, international finance and exchange rate management, federal provincial relations, etc.

**EDUC 155 (4.5) (6,0,0) (F)**  
**Human Growth and Development I**

Course material spans the period from conception through the preschool years and examines physical, cognitive, language, and social-emotional growth and development. An introductory study of theories, principles of development, and child study techniques is included.

**EDUC 166 (2.25) (3,0) (F)**  
**Human Growth and Development 1 - Part A**

An introductory study of theories and principles of development focusing on conception through 24 months.

**EDUC 167 (2.25) (3,0) (S)**  
**Human Growth and Development 1 - Part B**

Theories, principles of development and child study techniques focusing on physical, cognitive, language and social-emotional growth and development from 24 through 60 months.

**EDUC 170 (1.5) (2,0,0) (F)**  
**Interpersonal Skills**

An introductory course in which students focus on the development of self awareness and increased understanding of others. Students will learn basic communication concepts and practice skills which contribute to effective interpersonal relationships.

**EDUC 171 (1.5) (2,0,0) (F)**  
**Caring and Learning Environments**

This course introduces the student to various programs for young children. The role of the Early Childhood Educator, learning environments and the value of play are examined.



**EDUC 172 (1.5) (2,0,0) (F)**  
**Guiding Young Children I**

This course develops a theoretical framework of guidance principles and techniques which support children's optimal development.

**EDUC 173 (1.5) (2,4,0) (F)**  
**Curriculum Development I**

Based on the philosophy that play provides the foundation for children's growth and development, this experiential workshop course focuses on learning environments, curriculum planning and teaching strategies.

**EDUC 175 (1.5) (2,0,0) (F)**  
**Observing and Recording**

A course which develops skill in objectively observing and recording the behaviour of young children. Weekly supervised observations form the major part of the course. Different kinds of observational techniques are explored. The uses of teacher observations are examined.

**EDUC 176 (3) (2,0,6) (F)**  
**Applied Theory—Practicum I**

This introductory practicum is arranged by the College. It provides the student with opportunities to observe young children and, at a beginning level, to plan, implement and evaluate activities under the supervision of a qualified sponsor teacher. Weekly seminar discussions help students integrate theory and practice.

**EDUC 177 (4.5) (S)**  
**Observing and Recording/Applied Theory—Practicum I**

(Part-time programs only)

The student will develop skill in observing, recording and documenting the behaviour of young children. Based on observations, the student will begin to interpret behaviours and develop program strategies while participating in this introductory practicum.

**EDUC 220 (1.5) (2,0,0) (S)**  
**Health, Safety and Nutrition of Young Children**

Through the use of lecture, videos and assignments, the student will be able to recognize the common signs and symptoms of childhood illness and plan health care appropriate to a centre setting, recognizing situations requiring emergency care; understand the role of healthy eating as it relates to normal child development within the context of the preschooler's daily life and environment; and follow valid nutrition guidelines for their own optimum health.

**EDUC 254 (3) (4,0,0) (S)**  
**Theoretical Perspectives**

This course provides an introduction to the history and philosophy of ECCE. Major contemporary issues are examined. International childcare is discussed.

**EDUC 270 (1.5) (2,0,0) (S)**  
**Introduction to Working with Families**

This course is designed to develop a beginning understanding of an effective relationship between the Early Childhood Educator and the child's family. Community resources will be researched.

**EDUC 271 (1.5) (2,0,0) (S)**  
**Introduction to Centre Organization**

An introductory look at some of the administrative aspects of operating a centre for young children. This course assumes a knowledge of curriculum and daily program planning, and identifies necessary functions relating indirectly to children; e.g., handling finances, hiring staff, leadership and management, cleaning and maintenance, policies and procedures, etc. Provincial legislation regulating child care is examined. Steps to opening a centre will also be discussed.

**EDUC 272 (1.5) (2,0,0) (S)**  
**Guiding Young Children II**

This course will extend the student's repertoire of guidance/teaching techniques. The focus is on responding to the needs of the individual child, on promoting a positive self concept and on fostering prosocial behaviour.

**EDUC 273 (1.5) (2,4,0) (S)**  
**Curriculum Development II**

The student will acquire further knowledge, experience and skill in planning, implementing and evaluating learning environments for groups of children.

**EDUC 275 (1.5) (2,0,0) (S)**  
**Human Growth and Development II**

This course reviews the major theories of human development and changes that occur during middle childhood in the areas of physical, social-emotional and cognitive development.

**EDUC 276 (4)**  
**Applied Theory—Practicum II**

This is a five-week, full-time practicum. If taken, however, on a part-time basis, the same number of hours are required. Working with a qualified Early Childhood Educator students extend their competencies

in program planning and evaluation. Weekly seminar discussions focus on integrating theory and practice.

**EDUC 277 (4)**  
**Applied Theory - Practicum III**

This is, generally, a five-week, full-time practicum. If taken, however, on a part-time basis, the same number of hours are required. In this practicum, students integrate and consolidate knowledge and skills gained throughout the program. The student will be involved in all aspects of providing quality care and education for young children.

**EDUC 290 (4.5) (F,S,Su)**  
**EDUC 291 (4) (F,S,Su)**  
**EDUC 292 (4) (F,S,Su)**

**Directed Independent Studies**

Directed individual practicums. See coordinator.

**EDUC 350 (2) (2.5,0,0) (F)**  
**Advanced Child Development**

The course will focus on the similarities and differences of typical and atypical development of young children.

**EDUC 352 (2) (2.5,0,0) (S)**  
**Centre Operations**

The student will gain knowledge of the broad concepts and principles involved in the effective administration and management of a child care centre and the skill required to fulfil the role of a manager/director/administrator.

**EDUC 353 (1.5) (2,0,0) (S)**  
**Program Planning for Infants and Toddlers**

The focus will be on planning schedules, routines, space and program activities for infants and toddlers. Individual and small group activities which promote self-esteem, language, social behaviours and self-help skills will be planned. Goal setting and effective guidance will be discussed.

**EDUC 355 (1.5) (2,0,0) (F)**  
**Physical Care and Safety**

The student will develop an awareness of the Early Childhood Educator's role and responsibility in preparing a safe, healthy environment, and in planning routine procedures for infants and toddlers to ensure their needs will be met.

**EDUC 356 (1.5) (F)**  
**Infant and Toddler Practicum**

Through work experience in an infant/toddler centre the student learns and practises how to protect, support and enrich the lives of young children.

**EDUC 357 (1.5) (F)**  
**Infant and Toddler Practicum**

This practicum focuses on working with parents and the evaluation of a quality program. These broader aspects of group care are central to the provision of quality care for infants and toddlers.

**EDUC 358 (1.5) (F)**  
**Special Needs Practicum**

Under the guidance of a qualified Special Needs Early Childhood Educator the student practises how to program activities which include children who need extra support.

**EDUC 359 (1.5) (F)**  
**Special Needs Practicum**

This practicum focuses on working with parents and the evaluation of a quality program. Students refine their skills of inclusive programming for groups of children.

**ENGL 010 (3) (4,0,0) (F,S,Su)**  
**Language Skills**

An intensive course in basic language skills to enable the student to meet the demands of an academic college program. Curriculum will evolve from the assessed needs of the students. This course is not transferable to the universities. A student will receive credit or no credit (not a letter grade) for the course. Certain sections of ENGL 010 are designed for the needs of students of English as a second language.

**ENGL 100 (3) (4,0,0) (F,S,Su)**  
**Composition**

*Prerequisite:* See information on English Diagnostic Test.

A course in the fundamentals of good writing, giving students intensive practice in writing for a variety of purposes, with emphasis on the essay form. Progressively increasing emphasis is given to effective organization and development of material. Research techniques and documentation are taught. Problems in mechanics of writing are dealt with individually, in group discussion and by revision of essays. Certain sections of ENGL 100 are designed for the needs of students of English as a second language.



**ENGL 103 (3) (4,0,0) (F,S,Su)**  
**Studies in Contemporary Literature**

A study of selected and representative 20th century literature, including poetry, fiction, and drama. Works studied will be chosen for their intrinsic literary merit and may, in certain sections, also reflect a particular theme of significance in the contemporary world. (When material is selected for theme, the issue under consideration will be announced during the registration period.) The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses in well-developed oral and written criticism.

While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 104 (3) (4,0,0) (F,S,Su)**  
**Fiction**

A study of selected 20th century short stories and novels of intrinsic literary merit. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 105 (3) (4,0,0) (F,S)**  
**Poetry**

A study of selected major and significant minor 20th century poets whose poetry is of intrinsic literary merit. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 106 (3) (4,0,0) (F,S)**  
**Drama**

A study of selected and representative plays primarily of the 20th century. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 190 (3) (4,0,0) (F,S)**  
**Creative Writing**

An intensive workshop course designed to help students develop expressive skill and craftsmanship in poetry, fiction, and drama. Students must have good compositional skills and are required to write extensively in their chosen genre (approximately 10 hours per week). They will also develop an awareness, through written practice, of at least one of the other genres. Students are required to submit their writing regularly for group discussion. Students will be encouraged to develop their work to the point where it would become acceptable for publication.

**ENGL 191 (3) (4,0,0) (S)**  
**Creative Writing**

A continuation of ENGL 190.

**ENGL 200 (3) (4,0,0) (F)**  
**English Literature to 1660**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A study of texts in all major genres by representative authors, from the medieval period to the middle 17th century. This course will provide the student with a broad historical and critical frame of reference, and the opportunity to study selected major works in detail.

**ENGL 201 (3) (4,0,0) (S)**  
**English Literature Since 1660**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A course similar to ENGL 200, but covering the later period since 1660.

**ENGL 202 (3) (4,0,0) (F,S)**  
**Canadian Literature - Beginnings to Modernism**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A study of texts in all major genres from the origins of Canadian literature into the modernist era. This course will investigate various motifs and forms of writing which have evolved through early Canadian literature and which continue in contemporary work.

**ENGL 203 (3) (4,0,0) (F,S)**  
**Canadian Literature - Modernism and Beyond**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

The continuation of ENGL 202, becoming more intensive in the investigation of individual, major,

contemporary authors of poetry, novels and plays in Canada. This course will study the emergence of significant contemporary motifs and approaches to writing.

**ENGL 205 (3) (4,0,0) (F,S)**  
**Modern American Literature**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A course which explores the works of major representative authors from the late 19th century to the present day. Students will closely examine selected texts as literary achievements and set them within the history of American literature and the framework of American culture.

**ENGL 208 (3) (4,0,0) (F,S)**  
**Studies in Fiction (The Novel)**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A study of the novel from various perspectives which consider the evolution and diversity of the novel as a literary form. Texts and critical approaches may vary from section to section. The aims of the course are to give the student an awareness of the cultural context in which the novel came into being and became popular, and to study selected texts closely.

**ENGL 209 (3) (4,0,0) (F,S)**  
**Studies in Poetry**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A study of individual poets or schools of poetry selected by the instructor and drawn from any era between Chaucer's time and the present. Prosody, poetic forms, and critical approaches will be studied, as well as the historical and cultural contexts of the poems and of poetic movements. The aims of the course are to increase the student's knowledge of the craft of poetry and to study selected texts closely.

**ENGL 210 (3) (4,0,0) (F,S)**  
**Studies in Drama**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A study of dramatic literature from various perspectives: the examination of dramatic types from various periods with reference to the history and development of dramatic forms, of sub-genres of drama, of techniques in dramatic literature and performance, and of the relationship of literary text to performance. Major plays from various periods and national theatres will be

considered. The aim of the course is to increase the student's knowledge of drama as an art form which has evolved out of literary and cultural history and out of performance.

**ENGL 211 (3) (4,0,0) (F,S)**  
**Studies in Short Fiction**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A study of the development of the short story and *novella* form, through an exploration of the cultural and literary history in which the genre developed and through a detailed analysis of representative texts. Texts and critical approaches may vary from section to section, although examples from both the 19th and 20th centuries will be studied. The aim of the course is to give the student an understanding of the development of the genre in context and of writers of major significance to the genre.

**ENGL 212 (3) (4,0,0) (F,S)**  
**Traditions in Western Literature**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A study of the literary traditions in which Western literature has developed. The course studies influential works of literature (often in translation) from various periods and countries with reference to mythology, religion, and history. Emphasis will be placed on the way in which these works have helped to form Western literary convention and a Western construction of history. The aim of the course is to familiarize the student with these traditions so the student may understand how Western literature has evolved, and to present to the student an objective history of literary convention against which to read literature.

**ENGL 213 (3) (4,0,0) (F,S)**  
**Readings in World Literature**

*Prerequisite:* Any combination of two first-year English courses or instructor's written permission.

A course in world literature beyond the Western tradition. The specific focus will be announced at the time of registration.

**ENGL 290 (3) (4,0,0) (F,S)**  
**Creative Writing - Poetry**

*Prerequisites:* ENGL 190 and 191 or instructor's written permission.

An intensive workshop in the writing of poetry, concentrating on furthering the student's knowledge of current poetic forms while at the same time increasing



awareness of her or his own voice, her or his individual ground for writing, and the development of her or his own poetic.

Students will be expected to read a variety of contemporary work, both poems and statements that poets have made about their own poetics. Students will have the opportunity to try a variety of forms, for instance, the short lyric, the serial poem, narrative verse, prose poetry.

**ENGL 291 (3) (4,0,0) (F,S)**  
**Creative Writing - Fiction**

*Prerequisites:* ENGL 190 and 191 or instructor's written permission.

An intensive workshop in the writing of fiction. The course will concentrate on furthering the student's knowledge of the state of current fiction and give students the opportunity to develop an awareness of voice, rhythm, dialogue, diction, character, and point-of-view.

Students will be expected to read a variety of works of contemporary fiction and to discuss various techniques. They will have the opportunity of trying out these techniques in both short and extended forms of fiction.

**ENSC 500 (4.5) (4,4,0) (F)**  
**Applied Ecology**

An examination of the impact of human activities on ecosystem structure and dynamics. Human interactions with ecosystems are emphasized as well as the principles of sustainable development and pollution ecology.

**ENSC 501 (4.5) (4,4,0) (S)**  
**Environmental Toxicology and Waste Management**

An investigation of the toxicology of exposure to environmental contaminants, in humans and other organisms, in a range of environments. Measurement, monitoring and remediation techniques are examined.

**ENSC 502 (3) (4,0,0) (F)**  
**Environmental Ethics**

An application of ethical concepts to environmental issues. Topics will include environmental decision making, the relationship between market economics and the ethics of environmental preservation, and the implications of environmental ethics for various sectors of society.

**ENSC 503 (3) (4,0,0) (F)**  
**Environmental Law**

The current status of environmental law in Canada, particularly within the province of British Columbia, will be examined. The course will include a critical analysis of important case studies and current environmental assessment guidelines.

**ENSC 504 (3) (4,0,0) (S)**  
**Environmental Planning and Project Management**

An introduction to basic management skills which have practical value in environmental planning and decision making. Critical thinking, risk management, project planning, budget management, and community involvement in environmental planning will be discussed.

**ENSC 505 (3) (4,0,0) (S)**  
**Environmental Impact Assessment**

An examination of the environmental impact assessment process (EIA) as a tool in environmental decision making. This course will review current federal and provincial procedural requirements and the relationship between EIA and other regulatory processes. Integration of EIA and social issues and the role of public hearings will also be discussed. Case studies will be used as focal points for discussion.

**ENSC 506 (3) (4,0,0) (S)**  
**Land Use Impact and Sustainability**

This course will investigate environmental issues arising from common land use practices and critically evaluate approaches to sustainable land use and land use conflict. Topics include linear developments such as highways and transmission lines, site contamination, land fills, erosion, and acid rock drainage. Remediation, evaluation of land use competition, and native land claims will be discussed. Case studies will be used for illustration.

**ENSC 507 (3) (4,0,0) (F)**  
**Computer Applications in Environmental Science**

An introduction to the use of computers for simulation, modelling and geographically-based information storage in environmental science.

**ENSC 508 (3) (4,0,0) (F)**  
**Seminar: Selected Topics in Environmental Science I**

This seminar series is designed to provide a forum for discussion between faculty, students, and invited

guests. Topics will be chosen on the basis of student interest, current environmental issues, and the availability of guest speakers.

**ENSC 509 (3) (4,0,0) (S)**  
**Seminar: Selected Topics in Environmental Science II**

A continuation of ENSC 508.

**ENSC 510 (4.5) (2,4,0) (Su)**  
**Field School**

*Prerequisites:* Successful completion of ENSC 500–509.

Practical experience in data collection, field techniques, and project development. Most of this course will be conducted off the main campus at strategic environmental locations. Students will be given assignments which emphasize instrumentation, environmental monitoring, data collection, and teamwork.

**ENSC 511 (4.5) (4,0,0) (Su)**  
**Environmental Science Practicum**

*Prerequisites:* Successful completion of ENSC 500–509.

An opportunity to apply classroom theory through work experience. This is an in-depth assignment involving work placement or directed studies in resource-based, industrial, or public sectors. Students sponsored by a specific sector or employer may be able to fulfil this requirement under supervision in their normal work place.

**ENSJ 105, 155, 205, 255, (1) (3,0,\*) (F,S)**  
**305, 355, 405, 455**  
**Jazz Choir (by audition only)**

Rehearsal and performance in one of Capilano College's Jazz Choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation. \*Performances are a mandatory part of the course.

**ENSJ 120, 170 (1) (3,0,0) (F,S)**  
**Guitar/Bass Ensemble I, II**

Performance in guitar/bass ensemble for the development of sight reading and phrasing skills. Emphasis will be on single-note reading in all areas of the neck. Credit from this course is not applicable to the Degree program.

**ENSJ 135, 185, 235, 285, (1) (3,0,\*) (F,S)**  
**335, 385, 435, 485**  
**Jazz Ensemble I, II, III, IV, V, VI, VII, VIII (by audition only)**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

\*Performances are a mandatory part of the course.

**ENSJ 136, 186, 236, 286, (1) (2,0,\*) (F,S)**  
**336, 386, 436, 486**  
**Instrumental Ensemble I, II, III, IV, V, VI, VII, VIII (by audition only)**

Students rehearse in small "like instrument" ensembles under an instructor's supervision in preparation for a number of performances.

\*Performances are a mandatory part of the course.

**ENSJ 140, 190, 240, 290, (1) (4,0,\*) (F,S)**  
**340, 390, 440, 490**  
**Percussion Ensemble I, II, III, IV, V, VI, VII, VIII**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

\*Performances are a mandatory part of the course.

**ENSJ 220, 270, 320, 370 (1) (3,0,0) (F,S)**  
**Guitar/Bass Ensemble III, IV, V, VI**

*Prerequisite:* ENSJ 170 or audition

A performance ensemble comprised primarily of bassists and guitarists. Students will develop their sight reading and interpretive skills.

**ENSJ 306, 356, 406, 456 (1) (2,0,0) (F,S)**  
**Jazz Vocal Ensemble (by audition only)**

This course includes performance of various styles of a cappella and accompanied vocal ensemble repertoire with an emphasis on jazz literature and small group performance, i.e. one singer per part.

**ENSM 100 (1.0) (4,0,0) (F)**  
**Choir I**

An exploration of choral music from the Renaissance to the present. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance, diction and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.



**ENSM 110 (1.0) (4,0,0) (F)**  
**Orchestra I**

Rehearsal and performance of concert repertoire. Prospective students must contact the Music Department at least one week before classes commence to arrange for an audition. Persons winning a position through audition will be allowed to register.

**ENSM 150 (1.0) (4,0,0) (S)**  
**Choir II**

A continuation of ENSM 100.

**ENSM 160 (1.0) (4,0,0) (S)**  
**Orchestra II**

A continuation of ENSM 110.

**ENSM 200 (1.0) (4,0,0) (F)**  
**Choir III**

A continuation of ENSM 150.

**ENSM 210 (1.0) (4,0,0) (F)**  
**Orchestra III**

A continuation of ENSM 160.

**ENSM 250 (1.0) (4,0,0) (S)**  
**Choir IV**

A continuation of ENSM 200.

**ENSM 260 (1.0) (4,0,0) (S)**  
**Orchestra IV**

A continuation of ENSM 210.

**ESL. 031 (3) (4,0,0) (F,Su)**  
**Lower Intermediate Speaking and Listening**

This course helps students develop the listening and speaking skills required for entry into the Upper Intermediate Level. Course topics include idioms, formal/informal English, oral reports, listening practice, vocabulary and pronunciation.

**ESL. 038 (3) (4,0,0) (Su)**  
**Lower Intermediate Reading and Vocabulary**

The focus of this course is on the development of basic reading, comprehension and vocabulary skills while learning skimming and scanning, identifying main ideas, using the dictionary, using context clues, and understanding and stating pronoun referents.

**ESL. 039 (3) (4,0,0) (F,Su)**  
**Lower Intermediate Grammar and Writing**

This course prepares students with the grammar and writing skills required for higher level courses such as ESL. 049.

**ESL. 041 (3) (4,0,0) (F,S)**  
**Upper Intermediate Speaking and Listening**

This course helps students develop the listening and speaking skills required for entry into the Advanced Level. Course topics include idioms, impromptu speeches, oral reports, relaxed conversational forms, pronunciation, and listening practice.

**ESL. 048 (3) (4,0,0) (F,S)**  
**Upper Intermediate Reading and Vocabulary**

This course is designed to improve students' reading comprehension and vocabulary in preparation for the Advanced Level. Course topics include identifying main ideas and details, vocabulary development, word families and context clues.

**ESL. 049 (3) (4,0,0) (F,S)**  
**Upper Intermediate Writing and Grammar**

This course helps students develop the grammar and writing skills required for the Advanced Level. Stress is on sentence structure, grammar, and short writing assignments.

**ESL. 051 (3) (4,0,0) (F,Su)**  
**Lower Advanced Listening and Speaking**

This course assists students in developing the listening and speaking skills required for entry into the Upper Advanced Level. The focus will be on idioms, relaxed speech structures, listening to lectures and note taking, oral presentations, rhythm, stress and intonation.

**ESL. 058 (3) (4,0,0) (F,S)**  
**Lower Advanced Reading and Vocabulary**

This course introduces students to reading skills and vocabulary development at the Advanced Level. Stress will be placed on improving comprehension, increasing reading speed, using context clues and inferencing.

**ESL. 059 (3) (4,0,0) (F,S)**  
**Lower Advanced Writing and Grammar**

This course introduces more complex grammatical structures used in controlled and free paragraph writing. It prepares students for the sentence and writing skills required for ESL. 069.

**ESL. 061 (3) (4,0,0) (F,S)**  
**Upper Advanced Listening and Speaking**

This course assists students in developing the listening and speaking skills required for entry into College Preparatory English courses. The focus will be on the comprehension and discussion of academic lecture material, idioms and relaxed speech structures, oral reports, debates, listening improvement, rhythm and intonation.

**ESL. 062 (3) (4,0,0) (F)**  
**Advanced Conversation for Business**

*This course is only open to students in the Office Assistant/ESL program.*

This course assists students in improving their communications skills up to the level required for working in a business/office environment.

**\*ESL. 066 (3) (4,0,0) (F,Su)**  
**TOEFL Preparation I**

This course helps students improve their TOEFL scores. Students will learn how to enhance their grammar, as well as the listening and reading skills needed for the TOEFL test and other English proficiency tests.

\* These courses are fully funded by tuition fees paid, and will be offered only if there are enough students.

**ESL. 067 (3) (4,0,0) (F)**  
**Advanced Reading and Vocabulary for Business**

*This course is only open to students in the Office Assistant/ESL program.*

This course assists students in developing their vocabulary and reading skills up to the level required for advanced ESL courses.

**ESL. 068 (3) (4,0,0) (F,S)**  
**Upper Advanced Reading and Vocabulary**

This course is designed to raise students' reading and vocabulary skills to the level where they can enter College Preparatory English courses. Focus will be on recognizing different types of writing, organizational patterns, identifying point-of-view and inferencing.

**ESL. 069 (3) (4,0,0) (F,Su)**  
**Upper Advanced Writing and Grammar**

The emphasis in this course is on composing at the paragraph level. The aim of this course is to bring ESL students' writing skills up to the level required for College Preparatory English courses.

**ESL. 071 (3) (4,0,0) (F,Su)**  
**College Preparatory English Level I — Listening and Speaking**

This course helps students improve their oral and listening skills to prepare them for college studies.

Students will practise speaking through speeches, dialogues, oral reports and summarizing. Through group work and role-playing, both formal and informal speech patterns will be explored. Vocabulary development will also be stressed as students incorporate new words and expressions in their speech.

**ESL. 072 (3) (4,0,0) (F)**  
**College Preparatory Listening and Speaking for Business**

*This course is only open to students in the Office Assistant/ESL program.*

A continuation of work started in ESL. 062. To assist students in improving their communication skills up to the level required for working in a business/office environment.

**\*ESL. 076 (3) (4,0,0) (F,Su)**  
**TOEFL Preparation II**

A continuation of ESL. 066

\* These courses are fully funded by tuition fees paid, and will be offered only if there are enough students.

**ESL. 078 (3) (4,0,0) (F,Su)**  
**College Preparatory English Level I — Reading and Vocabulary**

This course introduces the ESL student to the basic reading and vocabulary skills necessary for entry into the University Transfer and Career/Vocational divisions. Focus will be on reading comprehension at the literary, inferential and critical levels. Course material will include sample texts from various content areas.

**ESL. 079 (3) (4,0,0) (F,S)**  
**College Preparatory English Level I — Writing and Grammar**

This course will focus on the paragraph as the standard medium for written communications. It will also introduce students to the essay as the standard medium for academic writing. The course will continue to refine the usage of all grammatical structures.

**ESL. 081 (3) (4,0,0) (F,Su)**  
**College Preparatory English Level II — Listening and Speaking**

Students will learn to gain confidence in public speaking and listening to academic lectures. Various rhetori-



cal techniques, such as debating, will be introduced. Through group work and formal presentations, students will have many opportunities to become more effective speakers and listeners.

**ESL. 088 (3) (4,0,0) (F)**  
**College Preparatory English Level II — Reading and Vocabulary**

This course continues the development of reading and vocabulary skills necessary for entry into the University Transfer and Career/Vocational divisions. The stress will be on inferencing skills, context clues and critical reading. Students will work with sample reading texts from various content areas.

**ESL. 089 (3) (4,0,0) (F,S)**  
**College Preparatory English Level II — Writing & Grammar**

This course assists students in achieving proficiency in writing essays at pre-college and pre-university level with a minimum of ESL errors. Students will develop strategies for a variety of essay requirements for college and university courses.

**ESL. 098 (3) (4,0,0) (F,Su)**  
**College Preparatory English Level III — Reading & Vocabulary**

The primary aim of this course is to provide ESL students with the necessary reading skills for entry into the University Transfer and Career/Vocational divisions. The focus of this course will be on academic reading strategies, determining an author's tone/point of view and critical reading. Sample readings from various content areas will be used.

**ESL. 099 (3) (4,0,0) (F,Su)**  
**College Preparatory English Level III — Writing & Grammar**

This course refines students' awareness of the strategies for a variety of essay structures required for college and university courses. The course will also focus on sequencing of ideas, essay organization skills, summarizing, paraphrasing, critical reading, evaluating sources and preparing a 1,000-word processed research paper.

**FREN 100 (3) (4,1.75,0) (F)**  
**Beginning French I**

FREN 100 is for absolute beginners and those who do not have Grade 11 French or the equivalent. It provides an intensive introduction to the French language through written and spoken exercises, enhanced by computer practice.

**FREN 101 (3) (4,1.75,0) (S)**  
**Beginning French II**

*Prerequisite:* FREN 100.

This course, together with FREN 100, covers high school French Grades 8, 9, 10 and 11 and prepares the student for FREN 120.

**FREN 120 (3) (4,1.75,0) (F)**  
**University Preparatory French I**

*Prerequisite:* FREN 100/101 or French 11 or permission of the instructor.

This course, together with FREN 121, constitutes Grade 12 French. The comprehensive approach to this course consists of instruction in basic grammar, and the development of students' speaking, understanding and writing skills. Computer material is included.

**FREN 121 (3) (4,1.75,0) (S)**  
**University Preparatory French II**

*Prerequisite:* FREN 120 (minimum Grade C-) or permission of the instructor.

This course, together with FREN 120, constitutes Grade 12 French. A continuation of FREN 120, this course is designed to give a limited fluency in speaking and reading as well as writing skills.

**FREN 170 (3) (4,1.75,0) (F)**  
**First Year University French I**

*Prerequisite:* Grade 12 French, FREN 120/121 or permission of the instructor.

FREN 170 should be taken by all students intending to proceed to a major or honours program at another institution. It continues the linguistic development of the student by means of grammar revision, weekly written and oral exercises, compositions and appreciation of francophone literature.

**FREN 171 (3) (4,1.75,0) (S)**  
**First Year University French II**

*Prerequisite:* FREN 170 (minimum Grade C-) or permission of the instructor.

A continuation of the work done in FREN 170.

**FREN 270 (3) (4,1.75,0) (F)**  
**Second Year University French I**

*Prerequisite:* FREN 170/171 with a grade of "C" or better, or permission of the instructor.

This advanced course offers a review of French grammar aimed at developing students' writing skills, and introduction to a variety of literary texts by

francophone authors and an awareness of francophone culture through the medium of videos and music. Activities will include an interactive approach to the review of grammar, written assignments (including structural exercises), compositions and translation, and the reading of short stories and poems.

**FREN 271 (3) (4,1.75,0) (S)**  
**Second Year University French II**

*Prerequisite:* FREN 270 with a grade of "C" or better, or permission of the instructor.

A continuation of the work of FREN 270.

**FSCI 100 (3)**  
**Salmonid Biology**

An introductory course in the basic biology of the salmonid. Course content examines the life histories, habitat and biology of these animals.

**FSCI 101 (3)**  
**Fish Culture I**

An introduction to the theory and techniques used in the fresh water culture of salmon and trout. Course content covers collection, incubation and rearing of salmonids. The major emphasis is on hatchery production of salmonids for commercial aquaculture and enhancement purposes.

**FSCI 102 (3)**  
**Fish Culture II**

A continuation of FSCI 101. This course examines the intensive culture of salmonids reared in the marine environment. Content includes an introduction to the marine environment, smolt transport, salt water adaptation, cage culture and harvesting and processing.

**FSCI 103 (3)**  
**Water Quality**

An introduction to water quality with respect to intensive salmonid culture. Course content examines water quality parameters that impact on fish production and methods for measuring these parameters.

**FSCI 105 (3)**  
**Salmonid Nutrition, Feeding and Growth**

An introductory course in the applied aspects of salmonid nutrition. Course content includes nutritional requirements of cultured salmonids, feed formulation and manufacture, feeding methods and strategies, biology of growth and growth estimation.

**FSCI 106 (3)**  
**Fish Health**

An introduction to the science of fish health. This course examines the pathogens that frequently infect cultured salmonids. Course content examines the various groups of pathogens and methods used to prevent, minimize the impact or treat these pathogens.

**FSCI 120 (3)**  
**Computers in Fisheries**

An introduction to the personal computer and associated software. Course content introduces the student to word processing, spreadsheets and databases using the integrated software program Microsoft Office.

**FSCI 140 (3)**  
**Field Practicum I**

Practicums involve the student working for two 10-day periods at a fish culture facility. The student will be involved in the daily activities of these facilities working with fish culture staff.

**FSCI 141 (3)**  
**Field Practicum II**

Practicums involve the student working for two 10-day periods at a fish culture facility. The student will be involved in the daily activities of these facilities working with fish culture staff.

**FSCI 150 (3)**  
**Streamkeeper Workshop**

Methods used to survey, map and assess streams, based on Modules 1, 2, 3, 4, 7 and 11 of *The Streamkeepers Handbook*" (Dept. of Fisheries and Oceans). Completion of a comprehensive take-home assignment is required for credit. A certificate of completion is offered.

**GEOG 100 (3) (4,0,0) (F)**  
**Human Geography: People, Places and Cultures**

Different cultures in different landscapes are compared and contrasted to our own. This course examines the many issues of human population, perception of the environment, diffusion of ideas, and cultural aspects of resource use and urban growth, to give students a view into the many concerns on the human side of geography.

**GEOG 101 (3) (4,0,0) (F)**  
**Environmental Geography: Perception and Change**

There are numerous environmental issues that reach a crisis from time to time. This course examines how we



perceive the environment, our lifestyles, and how our attitudes affect the environment. Such issues include our use of water, the food we eat, herbicides and pesticides, and our overall use of energy. This is an excellent course for those concerned about the world we live in. Lectures, seminars, informal discussions, and audiovisual materials are used to make students aware of, examine and analyze some of the most serious concerns in the world today. The environment is in jeopardy from our actions — what can we do about it?

**GEOG 102 (3) (4,0,0) (S)**  
**Environmental Geography: Global Concerns**

The focus of this environmental course is the recognition that environmental issues are not restricted to isolated re-gions; rather, they have become global crises. Acid rain, the greenhouse effect, depletion of the world's resources are but a few of the examples illustrating the global scale of our environmental problems. Identifying and understanding the processes responsible for the problems are most important; however, finding solutions is also critical to this course.

**GEOG 106 (3) (4,0,0) (F)**  
**British Columbia: A Regional Analysis**

A body of information that is frequently missing from our education is that of the province in which we live. This course informs you about B.C. — its physical environment, the risks of living in this province, the variety of peoples, and the economics involved in its resources. From an economic, political, historical, and cultural perspective one learns that contemporary problems are frequently a function of the past. For those interested in business, teaching, or wanting a basic knowledge of B.C., this is an excellent course.

*Note: This course also serves as Canadian Studies credit to SFU and is a component of the Professional Development Program for teachers.*

**GEOG 108 (3) (4,0,0) (F,S)**  
**Canada: A Nation of Regions**

The understanding of Canada and Canadians is becoming more and more important to our economic and social well being. This course examines Canadian problems and issues in terms of the different regions in Canada. Topics include the changing economy, cultural diversity, urban growth, and resource management, as we focus on the Maritimes, Quebec, Ontario, the Western provinces, and the Northern frontier.

*Note: This course carries Canadian Studies credit to SFU and is a component of the Professional Development Program for teachers.*

**GEOG 112 (3) (4,2,0) (F,S)**  
**Introduction to Earth Environments**

An introductory, physical geography course about the earth's various land forms. Plate tectonics, volcanism, weathering and erosion will be explained in order to understand how a landscape develops. Studies of glacial, coastal and fluvial features will be placed in a Canadian context. Environmental changes due to human activities will also be emphasized.

*Note: Both GEOG 112 and 114 are lab science courses and fulfil university science requirements. GEOG 112 can be taken either prior to, or after, GEOG 114. It is not recommended that they be taken concurrently.*

**GEOG 114 (3) (4,2,0) (F,S)**  
**Weather and Climate**

An introductory, physical geography course about our atmosphere. Principles of meteorology and climatology will be explained in order to understand the weather we experience daily and seasonally. Further studies will examine how the atmosphere is connected with the world's oceans and plant communities, and how humans are modifying these natural environments. Emphasis will be placed on Canadian examples.

*Note: Both GEOG 114 and 112 are lab science courses and fulfil university science requirements. GEOG 114 can be taken prior to, or after, GEOG 112. It is not recommended that they be taken concurrently.*

**GEOG 200 (3) (4,0,0) (S)**  
**Technology and Economic Environments**

An examination of the concepts and themes of economic geography in terms of production and consumption. The traditional primary, secondary, tertiary and quaternary divisions in economic geography are reviewed in terms of contemporary issues. The purpose of this course is to illustrate the importance of economic processes and tools to understand our environment.

**GEOG 201 (3) (4,0,0) (S)**  
**Urban Studies**

More and more of us are living in an urban world. This course is designed to examine problems and issues that arise with urban living; including psychological problems, the cost of housing, transportation issues, slums, suburban living, and the future direction of cities. While this course uses local examples, it also draws on examples from other cities in the world. This course approaches these topics through field trips into the city, slides, films, and field research. Urban studies

leads to careers in urban planning, real estate, land management, architecture, and urban politics as well as giving general community awareness.

**GEOG 205 (3) (4,0,0) (S)**  
**Asia Pacific Geography**

This course examines the Asia Pacific in terms of its social, economic, physical, historical and political geography. The emphasis is placed on the historical development and present day relationships in both East and Southeast Asia. This course introduces the concept of the Pacific Century and recognizes British Columbia's position on the Pacific. This is an excellent course for those interested in the past, present and future of the Asia Pacific region and especially for those considering a business career in this region.

**GEOG 214 (3) (4,2,0) (S)**  
**Our Atmospheric Environment**

*Prerequisite:* GEOG 114 or permission of the instructor.

This course will provide an intermediate understanding of the processes at work in our atmospheric environment. Broad topics to be covered are atmospheric energy, moisture, and winds. These concepts will be applied to phenomena such as urban climates and air pollution at the small scale, weather and forecasting at the intermediate scale, and climate change, ozone depletion, and El Nino/Southern Oscillation on a global scale. This course will involve lectures, labs, and field work.

**GEOG 221 (3) (4,2,0) (S)**  
**Map and Airphoto Interpretation**

*Prerequisite:* At least one other Geography course.

This is a second year course that is essential for those intending to make Geography their academic major. It is also appropriate for those considering careers in environmental studies, forestry, geology, archaeology, history and other disciplines that rely extensively on maps and air photos. This course uses lectures, labs and field work to cover the basic principles of map and photo interpretation, surveying and satellite imaging. Both human and physical landscapes will be analysed.

Students will undertake a research project on a Lower Mainland neighbourhood. The project will involve archival research, census data analysis and field studies. It will examine how this information can be displayed through the use of various mapping techniques.

**GEOL 110 (3) (4,2,0) (F)**  
**Physical Geology**

*Prerequisite:* None. However, experience in secondary level chemistry and physics will contribute greatly to mastering physical geology.

This course views the Earth as a heat engine which continuously recycles air, water and solid earth materials. It examines how nature's recycling of these materials results in both the origin and the eventual transformation of igneous, sedimentary and metamorphic rocks. Next, it investigates how lithospheric plates interact with each other and with external recycling (atmospheric and hydrospheric cycles). Finally it considers ways people may best adapt to these ever-changing Earth environments and act as stewards of Earth's environments and resources.

**GEOL 111 (3) (4,2,0) (S)**  
**Historical Geology**

*Prerequisite:* GEOL 110 or equivalent; or GEOG 112 with instructor recommendation.

This course examines the methods geologists use to deduce the origin, age and evolution of Earth and its life. These methods are then used to investigate how Earth's lithosphere, hydrosphere and atmosphere evolved before giving rise to life, and how ever since, life has interacted with land, water and air. Next, the origin and growth of our "home" continent and adjacent ocean basins are studied. Finally, the processes and events that shaped (and are still shaping) our immediate environment are looked at in more detail. Uses and abuses of Earth resources and environments since the arrival of human beings also form part of the course.

This course serves as a Canadian Studies credit.

**GERM 100 (3) (4,1.75,0) (F)**  
**Beginning German I**

A comprehensive introduction to the German language: comprehension and speaking are reinforced through reading, writing and computer programs. Films, tapes, activities, etc. help develop an awareness of the cultures of the German-speaking countries.

**GERM 101 (3) (4,1.75,0) (S)**  
**Beginning German II**

*Prerequisite:* GERM 100 (minimum Grade C), German 9 or 10, Beginner's German 11, or the equivalent with written permission of the instructor.

This course is a continuation of GERM 100 and must be taken in order to realize first year level college/university German. GERM 101 should be taken, whenever possible, in the term following GERM 100.



**GERM 200 (3) (4,1.75,0) (F)**  
**Intermediate German I**

*Prerequisite:* GERM 101 (minimum Grade C+), Grade 11 or 12 German or the equivalent with written permission of the instructor. Placement tests are available.

GERM 200 reviews basic German grammar and usage, and introduces students to modern German literature. It aims through the discussion of the cultures and concerns of the German-speaking peoples to increase the ability to communicate in the fullest sense of the term.

**GERM 201 (3) (4,1.75,0) (S)**  
**Intermediate German II**

*Prerequisite:* GERM 200 (minimum Grade C), German 12 (or its equivalent with written permission of the instructor.) Placement tests are available.

Continues the review and development of German language skills at the Intermediate level. Together with GERM 200 it completes the requirements for second year college/university German.

**GRPH 140 (1.5) (3,0,0) (S)**  
**Graphics I**

Enhancement of visual literacy through the development of generic graphics skills and abilities. Students develop a critical awareness of different presentation formats, learn to make an effective visual analysis, and develop facility in solving graphic problems within the computer environment. The focus is on the graphical aspects in the design of the user interface and the production of effective b/w graphics for the design of an interactive multimedia project.

**GRPH 141 (1.5) (3,0,0) (F)**  
**Graphics II**

Further investigation of basic graphic skills introduced in GRPH 140, Graphics I. In addition, students learn to produce graphics for interactive multimedia using colour, objects and paths. Introduction to layout for print publication.

**GRPH 142 (1.5) (3,0,0) (F)**  
**Graphics III**

In addition to layout for print publication, students extend graphic exploration to focus on "time" as a design element in interactive multimedia. Sequential presentations are coupled with the basic rules learned from GRPH 140 and 141. Students learn to produce graphics for use with Macromind Director.

**GRPH 143 (.75) (3,0,0) (S)**  
**Advanced Graphics IV**

Graphics production requires a combination of technological and aesthetic skills. Augmenting the graphics design skills developed so far, the student is introduced to advanced graphics production techniques and tools in this workshop-based course.

**GRPH 152 (3) (4,0,0) (F)**  
**Life Drawing I**

Drawing from observation of the human figure; exercises in developing visual perception, memory and basic drawing skills. Study of the proportions of the human body. Line characteristics in pencil, pen, conte and charcoal techniques. Contour, cross-contour, gesture and volume drawings from draped and undraped models.

**GRPH 154 (3) (4,0,0) (F)**  
**General Drawing I**

An introduction to representational drawing, mediums and techniques. Drawing as an expression of observation and perception of visual aspects of environment and visual thinking. Study of graphic means of representing objects, structure, planes, volumes, space and surface characteristics. Learning to perceive, isolate and select visual elements for descriptive rendering in pencil and charcoal.

**GRPH 155 (3) (4,3,0) (F)**  
**Mediums and Techniques I**

An introduction to basic painting and illustration techniques. Field location drawing and wash studies using watercolour, pencil, coloured pencil, ink and combinations of the above. Developing location studies into more controlled, finished classroom works.

**GRPH 156 (3) (4,3,0) (F)**  
**Visual Communications I**

Introduction of various graphic design styles, their historic significance, the social environments in which these styles were conceived and technical innovations which designers used to advance modern graphic design. Application of selected styles to practical, contemporary assignments with techniques of conceptualizing and layout composition demonstrated in a lecture form. Introduction of basic photography darkroom techniques (b/w print processing and the photogram). Students are introduced to various communication problems and solve these problems with specified b/w mediums.

**GRPH 157 (3) (4,3,0) (S)**  
**Visual Communications II**

*Prerequisite:* GRPH 156 with at least a "C" grade.

The further study of graphic design styles and designers such as Art Deco, Post Modern, Swiss and New York design movements are examined. Introduction to basic 35mm camera operations, basic b/w film processing, print enlarging and photo applications. Students are given specific problems to solve utilizing photography and various mediums.

**GRPH 158 (3) (4,3,0) (F)**  
**Design I**

Introduction to design elements and application to design projects which solve communication problems. All the beginning design exercises use black and white only. Assignments are produced using conventional drawing/inking tools. Colour studies involving the production of colour charts will be given with appropriate design projects, in colour. The ability to verbally explain concepts will be stressed throughout the semester. An emphasis towards actual work situations will be stressed. Graphic design business procedures will be explained throughout the semester.

**GRPH 159 (3) (4,0,0) (S)**  
**Mediums and Techniques II**

*Prerequisite:* GRPH 155 with at least a "C" grade.

A continuation with further drawing analysis techniques. Consideration and use of various mediums as they relate to specific subjects from location studies and classroom development of same.

**GRPH 164 (3) (4,0,0) (S)**  
**General Drawing II**

*Prerequisite:* GRPH 154 with at least a "C" grade.

Exploration of drawing with emphasis on expressive and interpretive approaches. Developing themes and drawings aimed at illustration, for both reproduction and individual expression. Stylization, distortion and caricaturization are explored in relation to the study of line, mass, value and contrast. Various pen and ink drawing techniques are explored. Emphasis on initiative in researching, investigating and exploring drawing theories, schools and techniques.

**GRPH 170 (3) (4,3,0) (S)**  
**Introduction to Computers**

An introduction to the basic concepts of computer hardware and software. Students will gain experience with the operating system and programs for desktop publishing. This is an ideal first course for students

with little or no computer experience and serves as the basis for future courses in electronic composition, computer illustration, typography and pre-press.

**GRPH 178 (3) (4,3,0) (S)**  
**Design II**

*Prerequisite:* GRPH 158 with at least a "C" grade.

A continuation with more sophisticated design, composition and colour applications. Assignments are produced using conventional drawing/inking/painting tools. Advanced design concepts are explained using various visual methods (videos - blackboard - paper - Macintosh computer using Adobe Illustrator/Photoshop software - film, etc.). The class will move toward actual design/communication problems and business procedures and verbal skills in presentation will be stressed.

**GRPH 184 (3) (4,0,0) (S)**  
**Life Drawing II**

*Prerequisite:* GRPH 152 with at least a "C" grade.

Further study of drawing from direct observation of the human figure. Exercises in perceiving and interpreting plane, mass, rhythm and form as they relate to perceptual elements of drawing media. Investigation of more complex drawing techniques and materials; drawing from memory and imaginative reflection of visual experience.

**GRPH 231 (3) (4,3,0) (F)**  
**Typography I**

Historical origins of the alphabet, numerals and letter forms. Proportion and spacing. Lettering indication in pencil, brush, chalks and felt markers. Comprehensive lettering indication and reproduction art to improve craftsmanship and drawing skills.

**GRPH 232 (3) (4,3,0) (F)**  
**Graphic Design I**

An introduction to the pragmatic, formal, and contextual issues involved in the creation of visual messages. An emphasis is placed on the development of a philosophical and practical foundation for critical, creative thinking as applied to visual problem solving. The grammar and the elements of visual language are explored in relation to perception, semiotics, and psycholinguistics. Students gain experience using both traditional and desktop publishing methods.

**GRPH 233 (3) (4,0,0) (F)**  
**Drawing for Illustration I**

The purpose is to develop the students' awareness and capacity to perceive objects correctly and the skills



necessary to draw with quality and creativity. Introduces the students to skills that must be developed if they are to visually communicate consciously and effectively. Basic drawing and wash media will be used.

**GRPH 234 (3) (4,3,0) (F)**  
**Applied Design I**

*Prerequisite:* GRPH 178 with at least a "C" grade.

An introduction to visual communication and the role of professional advertising, art directors and graphic designers. Design principles and layout techniques, with emphasis on concept and comprehensive finish using basic marker rendering skills.

**GRPH 235 (3) (4,0,0) (F)**  
**Painting for Illustration I**

*Prerequisite:* GRPH 159 with at least a "C" grade.

This course offers expanded skills in perception, visualization and continued practice in control of various painting media. It gives the student the opportunity to develop similar styles to the old masters as well as experiment with his/her own drawing and painting.

**GRPH 236 (3) (4,0,0) (F)**  
**Computer Applications**

*Prerequisite:* GRPH 170 with at least a "C" grade.

Introduction of computer software programs for the application of electronic composition and imaging. Students will use an advanced page layout program and drawing program.

**GRPH 241 (3) (4,3,0) (S)**  
**Typography II**

*Prerequisite:* GRPH 231 with at least a "C" grade.

This course expands upon the major role typography has on advertising layouts and graphic design. Construction of various styles of letter forms in pencil, felt marker and brush will be studied. Basic application of typography in advertising and graphic design using computers will be investigated.

**GRPH 242 (3) (4,3,0) (S)**  
**Graphic Design II**

*Prerequisite:* GRPH 232 with at least a "C" grade.

Further development of understanding and application of visual problem solving methods as related to graphic design; students explore ideas and concepts which precede the making of design. An emphasis is placed on application of typography and photography as major

components of visual messages. Further exploration of the applications of computer technology in contemporary graphic design.

**GRPH 243 (3) (4,0,0) (S)**  
**Drawing for Illustration II**

*Prerequisite:* GRPH 233 with at least a "C" grade.

The students play an advanced role in the choices of reference materials, mediums and techniques used. The skilful and imaginative use of illustrative methods is stressed using lighting, negative shapes, depth, abstractions for emphasis, perspective and correct perception. Uses of drawing and wash mediums will be expanded. As well, the student will be expected to become familiar with current uses of illustration.

**GRPH 244 (3) (4,3,0) (S)**  
**Applied Design II**

*Prerequisite:* GRPH 234 with at least a "C" grade.

A continuation relating to presentation of ideas at a professional level representing real advertising agency and client situations. Making rough layouts and finished comprehensives of ideas that are evaluated against established client criteria.

**GRPH 245 (3) (4,0,0) (S)**  
**Painting for Illustration II**

*Prerequisite:* GRPH 235 with at least a "C" grade.

The student's personal style of drawing and painting is pursued to a much finer degree. Structured tutorials in the use of various mediums and student/instructor criticisms of work-in-progress are emphasized. Experimentation in both style and medium is encouraged.

**GRPH 246 (3) (4,3,0) (S)**  
**Visual Communications III**

*Prerequisite:* GRPH 236 with at least a "C" grade.

In this course students are introduced to colour photography applications and basic artificial lighting techniques. Students must solve communication problems using the 35mm camera and colour transparencies. Art direction and conceptualization for assignments is stressed. Students are introduced to digital photography and computer photo imaging.

**GRPH 352 (3) (4,0,0) (F)**  
**Three Dimensional Design I**

*Prerequisite:* GRPH 242 and GRPH 244 with at least a "C" grade.

An introduction into the procedures involved in the

design of small retail environments such as boutiques and service shops in shopping centres and malls. Point of purchase design is introduced and model-building techniques are studied as well as the use of colour in merchandising and display.

**GRPH 353 (3) (4,2,0) (F)**  
**Illustration Media I**

*Prerequisite:* GRPH 243 and GRPH 245 with at least a "C" grade.

A continuation of drawing skills needed to explore the mediums necessary for illustration. The course develops through stages from pencil, pen and ink, ink and wash, watercolours and cel vinyl. The use of the illustrator's tools and processes such as repellents, air brush, mixed media, etc., are reviewed.

**GRPH 354 (3) (4,3,0) (F)**  
**Applied Design III**

*Prerequisite:* GRPH 242 and GRPH 244 with at least a "C" grade.

The application of design and rendering skills to the development of solutions to print advertising. Explores companies, products, services, corporate identification and their relationship to print advertising layouts and tight comps prepared for class critiques. Comprehensives are developed with the computer as well as traditional approaches.

**GRPH 355 (3) (4,2,0) (F)**  
**Advertising Illustration I**

*Prerequisite:* GRPH 243 and GRPH 245 with at least a "C" grade.

A comprehensive study of contemporary advertising illustration styles, techniques and materials with projects developed from original concept to final presentation. Emphasis on working with an art director with attention to specifications, deadlines and professionalism.

**GRPH 356 (3) (4,3,0) (F)**  
**Production Processes**

*Prerequisite:* GRPH 236 with at least a "C" grade.

Familiarization with various print processes and pre-press operations including preparation of art, photos, typography, halftone screening, colour separations, image stripping, assembly and proofing; paper and its effect upon printing. Includes the use of Macintosh computers for digital pre-press production.

**GRPH 361 (3) (4,1,0) (S)**  
**Advanced Typographical Design III**

*Prerequisite:* GRPH 241 with at least a "C" grade.

Assignments demonstrate visual concept and economy of thought in advanced graphic forms, with emphasis on typography as a medium and message of design. Advanced application of the grid to facilitate the integration of both typography and visuals, underscored by sound use of conceptual thinking.

**GRPH 363 (3) (4,0,0) (S)**  
**Illustration Media II**

*Prerequisite:* GRPH 353 with at least a "C" grade.

Further developing finished illustrations for advertising, books, magazines, etc. An expansion of the uses of mediums to include mixed media while concept is stressed as an emphasis on self-expression and relevant professional solutions.

**GRPH 364 (3) (4,2,0) (S)**  
**Applied Design IV**

*Prerequisite:* GRPH 354 with at least a "C" grade.

The interrelationship of illustration, photography and graphic design into advertising, packaging and point of purchase with extensive consultation on student portfolios and the needs of advertising agencies and graphic design studios.

**GRPH 365 (3) (4,1,0) (S)**  
**Advertising Illustration II**

*Prerequisite:* GRPH 355 with at least a "C" grade.

Further exploration of advertising illustration techniques with the emphasis on actual studio and advertising agency working methods. A bridge between the educational experience and working in the field.

**GRPH 366 (3) (4,3,0) (S)**  
**Business of Design**

How to establish and operate a free-lance design/illustration business. Emphasis is upon client relations, suppliers contact, estimating, project management, taxation and accounting practices and industry ethics. The designer's role in an advertising agency, design studio and production or printing facility will be investigated.

**HIST 100 (3) (4,0,0) (F)**  
**History of the Ancient World**

This course examines a range of topics including the origins of civilization in Egypt and Mesopotamia, the civilizations of Ancient Greece and Rome, the origins



and development of Judaism and the early Christian Church.

**HIST 102 (3) (4,0,0) (F)**  
**Europe from the Reformation to the French Revolution**

A survey of European history beginning with the 16th century Protestant Reformation and including absolutism, the scientific revolution, the Enlightenment, the old regime and the French Revolution.

**HIST 103 (3) (4,0,0) (S)**  
**Europe in the 19th and 20th Centuries**

Topics include the Industrial Revolution, the rise of political ideologies, nationalism and imperialism, the Russian Revolution, the two world wars, and the inter-war period.

**HIST 108 (3) (4,0,0) (F)**  
**Issues and Themes in U.S. History: 1607-1877**

American history from 1607 to 1877 including analysis of social and political developments from early settlement through the Civil War era. Emphasis is placed on the development of an "American" culture, with appropriate comparisons to the development of Canada.

**HIST 109 (3) (4,0,0) (S)**  
**Issues and Themes in U.S. History : 1865-present**

U.S. history from 1865 to the present. A study of the development of America as a world power after the Civil War. Special emphasis is given to "American" culture, and appropriate comparisons are made with Canada.

**HIST 110 (3) (4,0,0) (F,S)**  
**Canada Before Confederation**

A study of Aboriginal-European relations, New France and British North America. Special emphasis is placed on issues and ideas which have been significant in the creation of Canada and, in particular, the making of Canadian society before 1867.

**HIST 111 (3) (4,0,0) (F,S)**  
**Canada Since Confederation**

The development of Canada since 1867. In particular we discuss the issues that affect most Canadians: relations with the United States, prosperity and poverty, class and gender relations, and the making of a Canadian "culture". By the end of the course students should have not only a better understanding of this country's past, but also what makes Canada unique.

**HIST 205 (3) (4,0,0) (F)**  
**British Columbia**

From the first contact between First Nations and Europeans in the 18th century to the present, this course analyses the main issues that have affected British Columbians. It also examines some aspects of the development of the North Shore.

**HIST 207 (3) (4,0,0) (S)**  
**Europe in the Middle Ages and Renaissance**

This course covers a colourful and creative period in European history from the 3rd to the 15th century. Topics include the late Roman Empire and rise of Christianity, monasticism and the church, feudal society and politics, the rise of towns, the crusades, the Black Death, and the art, culture and society of Renaissance Italy.

**HIST 208 (3) (4,0,0) (S)**  
**Canadian-American Relations**

This course examines the major events and themes that have shaped the Canadian-American relationship. From the American Revolution, the war that ultimately created both countries, to recent years, we analyze the influence that the United States has had on Canada.

**HIST 209 (3) (4,0,0) (S)**  
**History of the Native Peoples of Canada**

Using ethnohistorical approaches, this course examines the history of Canadian Indian, Inuit and Metis peoples. It gives particular emphasis to the attitudes, practices, policies and experiences that have shaped native-white relations and affected native peoples from 1450 to the present.

**HORT 101 (5) (6,6,0) (F)**  
**Introductory Horticulture**

This course details commercial horticulture in B.C., covers basic plant science theory, deals with work site safety and develops basic horticultural skills including the use and proper care of hand tools, power equipment, day to day greenhouse operations, planting and watering techniques. Students participate in a three-day orientation field trip near the beginning of this course. Students also participate in a WCB certified survival first aid practicum.

**HORT 102 (5) (6,0,0) (F)**  
**Plant Materials I**

An introduction to woody and herbaceous ornamentals including deciduous trees and shrubs, conifers, broadleaf evergreens, bulbs, and ground covers. This

course emphasizes identification, landscape values and requirements of the plant materials studied.

**HORT 103 (2) (3,1,0) (F)**  
**Growing Media and Fertilizers**

This course is designed to provide students with the media science knowledge necessary for the production and maintenance of plants in the greenhouse, nursery and landscape.

**HORT 105 (2) (3,1,0) (F)**  
**Plant Production**

To acquaint students with greenhouse and nursery production systems and methods. Topics will include: plant propagation, greenhouse production and nursery stock production. Students will successfully produce a number of specific greenhouse and nursery crops.

**HORT 106 (2) (3,1,0) (S)**  
**Landscape Irrigation and Drainage**

This course is designed to familiarize the student with the basics of turf and drip irrigation systems as well as basic landscape drainage systems. Students learn how to install, operate and maintain landscape irrigation systems.

**HORT 107 (0) (0,0,2) (F)**  
**Park and Tilford Gardens Practicum**

This is an optional landscape maintenance work experience at Park and Tilford Gardens. The objectives of the practicum are to develop a professional work ethic, to master basic gardening skills and to learn to complete tasks effectively and in a timely manner.

**HORT 108 (1.5) (1.5,3,0) (S)**  
**Landscape Design**

A highly practical introductory course in design theory and practices; plan reading and revisions; and basic design skills. Course materials are presented by means of lectures, visuals, projects and specific practicum labs.

**HORT 109 (4) (4.5,0,0) (S)**  
**Plant Materials II**

A continuation of HORT 102 with the emphasis on conifers, broadleaf evergreens, annuals and perennials.

**HORT 110 (3) (4.5,1,0) (S)**  
**Turfgrass Management**

An introductory turfgrass course dealing with the selection of grasses for turfs, turfgrass installation, and maintenance (includes fertilization, irrigation, moving, cultivation, pest control practices) for residential and large area turfs.

**HORT 111 (1) (1.0,1,0) (S)**  
**Business Practices**

Deals with business establishment, business organizations, business operations, landscape estimating, quotations and contracts. Job search, job applications, resumes and interviews are also discussed.

**HORT 112 (5.0) (5,6,0) (S)**  
**Landscape Installation and Maintenance**

A largely applied course covering plant installation and common landscape maintenance practices. Landscape installation topics include: site preparation, use of aggregates, and construction of walks, steps, retaining walls, fences, trellises, and use of paving materials. Maintenance topics include: pruning, planting and transplanting, pest management, mulches, and methods of fertilization. Students write the B.C. Ministry of Environment General Dispenser and Landscape Applicator pesticide certification examinations. The majority of the course time is spent on field installation and maintenance work.

**HORT 114 (0) (0,0,2) (S)**  
**Park and Tilford Gardens Practicum**

A continuation of HORT 107.

**HORT 115 (1.5) (1.5,3,0) (F)**  
**Basic Landscape Drafting**

Course topics include: drafting skills and equipment, site measurement and evaluation, plan reading, graphic presentation and introductory quantity take-offs.

**HSA. 110 (1.5) (2,0,1) (S)**  
**Work Role Concepts in Home Support**

This course provides an introduction to community care, the home support industry and the role of the Home Support Worker. Students also learn home management skills needed for beginning home support practice.

**HSA. 111 (3.0) (0,4,14) (S)**  
**Healing: Personal Care Skills for Home Support**

This practical course offers students the opportunity to learn basic assistance skills following the Personal Assistance Guidelines section 1 and section 2.

**HSA. 112 (1.5) (2,0,1) (S)**  
**Special Needs in Home Support**

This course builds upon other course materials and provides an introduction to the basic concepts and approaches involved in the care of clients experiencing



changes in mental functioning. Students also learn the role of the Home Support Attendant in special needs family situations.

**HSA. 113 (6.0) (0,54,0) (S)**  
**Practical Experience**

This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle. Experience may be obtained in community and institutional settings with an emphasis on the application and integration of knowledge and skills learned in other courses.

**IBUS 220 (1.5) (1.5,0,.5) (S)**  
**Directed Studies**

Students will be given the opportunity to research an offshore company and, while working directly with the instructor, prepare and present their paper to a faculty committee.

**IBUS 266 (1.5) (S)**  
**International Finance**

This course begins by reviewing basic accounting and financial analysis, then progresses to gaining an understanding of international finance. Students will also learn about foreign exchange, trade finance, foreign securities, and foreign collections. Pricing in the international forum as well as risk management will be discussed.

**IBUS 321 (3) (3,0,1) (F)**  
**International Business**

This course will be a blend of lectures, case studies and discussions of current events affecting business. Students will learn the terminology of international business and the process managers go through in "internationalizing" their business, including how uncontrollable elements of international markets can impact business.

**IBUS 334 (3) (3,0,1) (F,S)**  
**Communication, Culture and International Business**

The objective of this course is to increase the student's cross-cultural awareness in business settings. It looks at how different cultures negotiate and regard contracts, interpret commitments and deal with suppliers and consumers.

**IBUS 340 (3) (3,0,0)**  
**International Trade Law**

*Prerequisite:* BADM 107

International trade conventions and agreements, the legal processes of importing and exporting, and the challenge of dealing with conflicting domestic laws between countries will be studied.

**IBUS 357 (3) (3,0,1) (S)**  
**International Marketing**

*Prerequisite:* IBUS 321, BMKT 161

This course is an in-depth study of marketing internationally. It assumes the student understands uncontrollable variables in a foreign market (as covered in IBUS 321) and goes directly into the controllable variables and the management of marketing programs.

**IBUS 399 (3) (F)**  
**International Trade Opportunities**

This course will be delivered as a seminar series, and is designed to provide students with a broad perspective of the trade opportunities available and the strategies required to be successful in the world markets.

Industry leaders as well as government experts will discuss topics which are relevant to the Canadian business people. Case studies will be used to apply the concepts covered in the lectures.

**INDO 102 (1.5) (3,1,0) (F)**  
**Introduction to Indonesian I**

*For Asia Pacific Management Cooperative program students only.*

This course helps prepare APMCP students to function in daily life in Indonesia by helping them to master basic language skills, sensitizing them to cultural differences, and teaching them to begin to read and write Indonesian.

**INDO 103 (3.0) (3,1,0) (S)**  
**Introduction to Indonesian II**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* INDO 102 or permission of the instructor.

This course is a continuation of INDO 102.

**INFO 145 (1.5) (3,0,0) (F)**  
**Internet Tools and Techniques**

This course will provide students with the necessary knowledge and experience with browsing and publishing on the Internet.

**INFO 148 (1.5) (3,0,0) (S)**  
**Time-Based Data Integration II**

Data capture, compression, assembly and editing techniques and the issue of synchronization are part of this course.

**INFO 150 (1.5) (3,0,0) (F)**  
**Contemporary Issues I**

A study of cultural, ethical, political, economic and aesthetic issues arising with the increasing use of computers, as well as the impact of new information systems on human understanding and society. Students survey print and electronic media to research current comment on these issues; synthesize and analyze their findings; and present their work in both written and spoken forms.

**INFO 151 (1.5) (3,0,0) (F)**  
**Interactive Communications I**

This course first examines the concept of interactive communications - the active involvement of a human mind with a computer - and the history of developments in the field to date. User interface design forms the basis for a model designed by each student.

**INFO 154 (1.5) (3,0,0) (F)**  
**Electronic Research Methods**

This course will explore research methods for the effective use of print and electronic information sources, such as online library catalogs, periodical indexes, CD-ROMs, commercial databases and resources on the Internet.

**INFO 155 (1.5) (3,0,0) (S)**  
**Interactive Communications II**

This project-based course expands on concepts covered in INFO 151 and expands to include critical evaluation techniques for interactive communications products.

**INFO 156 (1.5) (3,0,0) (F)**  
**Technical Support: Foundation**

This is an introduction to programming concepts. Students learn about components in programming and the approaches to structured programming using these components.

**INFO 158 (1.5) (3,0,0) (S)**  
**Interactive Communications III**

A continuation of INFO 155, the concept of Beta testing is introduced and applied. Students design, produce, test and revise projects using the authoring tool Macromind Director in this course.

**INFO 160 (1.5) (3,0,0) (S)**  
**Self-Marketing**

This course focuses on the basic principles of marketing yourself and your ideas to the business community. It includes an overview of marketing theory, application of the theory into job market evaluation, preparation of a personal marketing plan, and a selling skills workshop.

**INFO 161 (1.5) (3,0,0) (F)**  
**Project Management**

This course teaches skills necessary to manage and produce interactive communications projects. Students consider management issues such as administration, pre-production and production planning, copyright clearance, collaboration and team building.

**INFO 166 (1.5) (3,0,0) (F)**  
**Applied Telecommunications**

This course provides an introduction to the basics of modems, communications software, telecommunications protocols, the use of electronic mail and bulletin board systems.

**INFO 167 (1.5) (3,0,0) (F)**  
**Systems, Tools, Utilities**

This course familiarizes students with the design, structure and operation of the Macintosh computer system software, the basic concepts and use of local area networks, and related peripheral equipment. Students will examine system-related utility programs and begin an introduction to data integration.

**INFO 171 (1.5) (3,0,0) (S)**  
**Applied Production Management**

This course will allow the students to apply the project management skills they learned in INFO 161 to integrated projects they undertake in the spring term. The students will receive the benefit of an instructor's expert experience, guidance and supervision throughout the planning and production of these projects.

**INFO 172 (3.0) (3,0,0) (S)**  
**Technical Support: Concentration**

The focus of this course is in developing expertise in the primary interactive multimedia authoring tool chosen for the program; currently, Macromind Director is our choice. In addition to concentrating on the specifics of this development tool, concepts in structured programming from INFO 156 will be applied in support of projects from INFO 155/158.



**INFO 173 (1.5) (3,0,0) (Su)**  
**Technical Support: Augmentation**

After developing expertise in a primary multimedia development tool, students will be given the opportunity to expand their repertoire of development tools. The focus is on the efficient application of authoring knowledge from one environment to a different environment. Authorware is currently our choice of development tool for courseware and computer-based training. Building on structure programming concepts gained in INFO 156 and the expertise in Director developed in INFO 172), students turn their focus on Authorware.

**INFO 177 (4.5) (3,0,0) (S,Su)**  
**Professional Development**

This course prepares the student for work in the field of information technology by establishing professional contacts, cultivating a professional work ethic, and developing a professional portfolio for presentation to the public.

**INFO 180 (3,0,0) (S)**  
**Computer Mediated Communications**

This course is designed to introduce the student to the various aspects and issues of computer mediated communications. It will enable the student to understand collaborative work in the world of telecomputing, experience a variety of planned computer mediated systems and link to other computer networks (via Internet and Telnet).

**INFO 182 (1.5) (Su)**  
**Cross-Platform Development**

This course focuses on the transfer of multimedia projects from one computer platform to another. Topics include design and production consideration for cross-platform media integration, with comparisons between the Macintosh and IBM-PC compatibles. Students will evaluate the Microsoft Windows user interface, Windows-based multimedia and file translation methods. Projects from the Macintosh environment will be transferred to the equivalent Windows environment.

**INFO 184 (0.75) (3,0,0) (Su)**  
**Portfolio Presentation**

At the conclusion of the Infotec program, students present their portfolios to the public. This course addresses the planning, production and presentation of the event.

**INFO 185 (1.5) (3,0,0) (S)**  
**3-D Production for Multimedia**

This hands-on course introduces students to the world of 3-D graphics. Through a series of projects, the course material will present students with concepts of modeling, lighting, textured creation and use, and 3-D animation. Finally, the students will integrate the 3-D material into multimedia documents.

**INFO 186 (0.75) (3,0,0) (S)**  
**Introduction to Database Technology**

This course provides instruction in the key processes related to the development and maintenance of database applications. Students are introduced to relational database technology and learn how to organize data in a manner that facilitates easy retrieval, reporting and maintenance.

**INFO 191 (0.75) (6,0,0) (Su)**  
**CD-ROM Mastering**

This course is designed to provide the student with the technical skills and knowledge to produce compact disc masters.

**JAPN 100 (3) (4,1.75,0) (F,Su)**  
**Beginning Japanese I**

This course offers a comprehensive introduction to modern Japanese through the study of vocabulary, grammar and culture. The beginning of the course will be devoted to learning the Japanese writing systems (hiragana and katakana). Fifty to 100 Chinese characters (kanji) will also be taught. Students will develop basic language skills in a socio-culturally functional way

\* This is a very demanding course which requires serious commitment.

**JAPN 101 (3) (4,1.75,0) (S)**  
**Beginning Japanese II**

*Prerequisite:* JAPN 100 or the instructor's permission.

This course is a continuation of JAPN 100 and must be taken in order to complete First Year level of Japanese. Students will learn more about the structure of modern Japanese and further develop their language skills in a socio-culturally functional way.

**JAPN 102 (1.5) (3,1,0) (F)**  
**Introduction to Japanese I**

*For Asia Pacific Management Cooperative program students only.*

This course develops basic oral and written communicative skills in Japanese through the study of vocabulary, grammar and culture, including business culture.

**JAPN 103 (3) (3,1,0) (S)**  
**Introduction to Japanese II**

*For Asia Pacific Management Cooperative program students only.*

JAPN 103 continues developing basic oral and written communicative skills in Japanese.

**JAPN 200 (3) (4,1.75,0) (F)**  
**Intermediate Japanese I**

*Prerequisite:* JAPN 101 or the instructor's permission.

This course provides students with further socio-cultural knowledge at an intermediate level of Japanese. Emphasis will be placed on developing a comprehensive knowledge of modern Japanese through authentic materials and will include reading and writing practice.

**JAPN 201 (3) (4,1.75,0) (S)**  
**Intermediate Japanese II**

*Prerequisite:* JAPN 200 or the instructor's permission.

This course continues to develop higher skills at the intermediate level and provides the students with a solid foundation on which to base further study of the language and to develop socio-culturally functional competence.

**JAPN 202 (1.5) (3,1,0) (F)**  
**Introduction to Japanese III**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* Equivalent of "Level III" (Advanced Beginner's Level) of the Japanese Proficiency Test or higher, and instructor's permission.

This course is designed to provide APMCP students with intermediate practical Japanese communication skills for daily and job-related circumstances in Japan.

**JAPN 203 (3) (3,1,0) (S)**  
**Introduction to Japanese IV**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* JAPN 202 or instructor's permission.

This course is a continuation of JAPN 202.

**JAZZ 103 (3) (4,0,0) (F)**  
**The Language of Music**

*Corequisites:* JAZZ 184 (or MUS. 112) and JAZZ 114.

An examination of the basics of tonal music including the study of the overtone series, intervals, scales,

modes, chord symbols, figured bass, roman numeral analysis, melodic inharmonics, phrase structure, diatonic triads and voice leading.

**JAZZ 105 (1.5) (2,0,0) (S)**  
**Rhythm Section Writing**

*Prerequisite:* JAZZ 103.

Students will undertake the study of score preparation, notation, basic musical terms and articulations, and writing for the rhythm section instruments.

**JAZZ 106 (1.5) (2,0,0) (S)**  
**Traditional Harmony and Composition**

*Prerequisite:* JAZZ 103 or equivalent.

*Corequisite:* JAZZ 107.

A study of traditional principles of voice leading with harmonic vocabulary extending to the secondary dominant, and bII aug. 6th and including tonicization, simple modulation and pivot chords. Binary and ternary forms will be introduced.

**JAZZ 107 (1.5) (2,0,0) (S)**  
**Jazz Theory and Composition I**

*Prerequisite:* JAZZ 103 or equivalent.

*Corequisite:* JAZZ 106.

An introduction to jazz theory including: chord scales, extended chords, functional analysis of chord progression, primary and secondary root motion, and analysis and composition of music in the style of jazz standards and the blues.

**JAZZ 114 (1) (2,2,0) (F)**  
**Class Piano I**

*Corequisite:* JAZZ 103.

This course is designed for students who wish to learn basic keyboard skills. Reading, improvisation, transposition and harmonization are the skills developed during this course and the three subsequent levels. Theoretical concepts are applied at the keyboard and include diatonic triads and sevenths of the major key, all major, minor and modal tetrachords. A weekly lab evaluates material covered in class. Students practise on the department's pianos.

**JAZZ 115 (1) (2,2,0) (S)**  
**Class Piano II**

*Prerequisite:* JAZZ 114.

*Corequisites:* JAZZ 106 and 107.

A continuation of JAZZ 114. In addition, keyboard sequences, arpeggios and major scales are introduced along with easy original repertoire.



**JAZZ 136 (1.5) (2,0,0) (F)**  
**Vocal Master Class I (by audition only)**

An introductory course intended to develop the student's solo vocal performance capabilities through exploration of various popular and jazz musical styles. Material is prepared for performance with a keyboard accompanist. This class is open to students not majoring in Voice. Vocalists who are judged to be at a sufficiently advanced level at their audition may substitute music electives for this course. *Successful completion does not guarantee acceptance into higher level vocal courses.*

**JAZZ 137 (1.5) (2,0,0) (S)**  
**Vocal Master Class II**

*Prerequisite:* JAZZ 136.

A continuation of JAZZ 136.

**JAZZ 170 (3.0) (4,0,0) (F)**  
**History of Jazz**

A survey of jazz through styles and stylists from its roots in Africa to the present.

**JAZZ 172 (1.5) (2,0,0) (S)**  
**Arranging I**

*Prerequisite:* JAZZ 103, to be taken with or after JAZZ 107 and 105.

A study of four-part block harmonization arranging techniques.

**JAZZ 184 (1.5) (2,2,0) (F)**  
**Sightsinging/Ear Training I**

*Corequisite:* JAZZ 10.3

Aural and sight training concentrating on melodic, rhythmic dictation and sightsinging.

**JAZZ 185 (1.5) (2,2,0) (S)**  
**Sightsinging/Ear Training II**

*Corequisite:* JAZZ 106 and 107

A continuation of JAZZ 184.

**JAZZ 194 (1.5) (0,3,0) (F)**  
**Small Ensemble I**

For all instruments, requirements include several hours of rehearsal a week plus a number of performances. The styles studied are varied. Students are expected to develop individual and ensemble performance abilities and a professional attitude to both performance and rehearsal.

**JAZZ 195 (1.5) (0,3,0) (S)**  
**Small Ensemble II**

A continuation of JAZZ 194.

**JAZZ 203 (1.5) (2,0,0) (F)**  
**Jazz Theory & Composition II**

*Prerequisites:* JAZZ 106 and 107 or permission of the instructor.

Continued exploration of chord progression and melody including: analysis of popular chord progression, mixed mode chord progression, augmented 6th chords, tonicization, chord scales/harmonic extensions.

**JAZZ 204 (1.5) (2,0,0) (S)**  
**Jazz Theory & Composition III**

*Prerequisite:* JAZZ 203.

Continued exploration of chord progression and melody including: analysis of modern jazz chord progression, parallel harmony, 70s jazz theory of modal areas, modern voicing techniques, reharmonization.

**JAZZ 214 (1) (2,2,0) (F)**  
**Class Piano III**

*Prerequisite:* JAZZ 115.

For students who have taken JAZZ 115 or have had previous keyboard experience. Students are introduced to common idiomatic accompaniment patterns as well as four-part chorale studies, keyboard sequences, minor scales and chords. Basic keyboard techniques are emphasized including relaxation, touch, rotation, weight transfer and their musical application in simple repertoire. The lab hour is utilized to develop sight reading skills at the keyboard. Emphasis will be on developing the skills necessary to use the piano as a tool in writing and arranging.

**JAZZ 215 (1) (2,2,0) (S)**  
**Class Piano IV**

*Prerequisite:* JAZZ 214.

A continuation of JAZZ 214 with increased complexity of repertoire and technique.

**JAZZ 236 (1.5) (2,0,0) (F)**  
**Studio Vocal Performance I (by audition only)**

*Prerequisite:* JAZZ 137.

A course designed to develop the student's studio performance ability through preparation and performance of selected solo and ensemble material in the College's recording studio.

**JAZZ 237 (1.5) (2,0,0) (S)**  
**Studio Vocal Performance II**

*Prerequisite:* JAZZ 236.

A continuation of JAZZ 236.

**JAZZ 238 (1.5) (2,0,0) (F)**  
**Vocal Jazz Master Class I (by audition only)**

*Prerequisite:* JAZZ 137.

This course is intended to develop the live performance abilities of the student through the study of jazz repertoire. Students will study style and interpretation and perform with some of Vancouver's top jazz musicians.

**JAZZ 239 (1.5) (2,0,0) (S)**  
**Vocal Jazz Master Class II**

*Prerequisite:* JAZZ 238.

A continuation of JAZZ 238.

**JAZZ 240 (1.5) (2,0,0) (F)**  
**Form and Analysis**

*Prerequisite:* JAZZ 106 or MUS. 101.

A study of complete works exhibiting the most significant formal designs of the 18th and 19th centuries, using a variety of visual means to clarify the roles of harmonic, melodic, and rhythmic structure in the articulation of musical form.

**JAZZ 241 (1.5) (2,0,0) (S)**  
**Counterpoint**

*Prerequisite:* JAZZ 240, 203.

A study of tonal counterpoint emphasizing its use from late Baroque through the common practice period.

**JAZZ 271 (3) (3,0,0) (F)**  
**Music History I**

*Prerequisites:* JAZZ 106, 170, ENGL 100 or 102 plus one of ENGL 103, 104, 105 or 106.

A chronological exploration of the repertoire, style, and social history of music to 1770 for undergraduate students in the Jazz Studies program. Repertoire will be contextualized both within the framework of European cultural history and in the broader context of world music.

**JAZZ 272 (1.5) (2,0,0) (F)**  
**Arranging II**

*Prerequisites:* JAZZ 172 and JAZZ 105.

*Corequisite:* JAZZ 203.

Arranging projects for various combinations of instruments, plus a study of two and three-part writing.

**JAZZ 273 (3) (3,0,0) (S)**  
**Music History II**

*Prerequisite:* Music History I

A continuation of History I covering the classical period through the 20th century. As in Music History I repertoire will be contextualized both within the framework of European cultural history and in the broader context of world music.

**JAZZ 282 (1.5) (2,2,0) (F)**  
**Improvisation I**

*Prerequisites:* JAZZ 107, 115 and 185.

A course to teach the basics of improvisation on chord changes. The first term will be devoted to rhythmic concepts, basic chord-scale relationships and development of technical exercises for basic chord progressions.

**JAZZ 283 (1.5) (2,2,0) (S)**  
**Improvisation II**

A continuation of JAZZ 282. This term will be devoted to analysis of chord progressions and more advanced chord-scale analysis. At the end of this term, students should have the basic theoretical knowledge necessary to analyze and learn to improvise on any "standard" jazz tune.

**JAZZ 284 (1.5) (2,2,0) (F)**  
**Sightsinging/Ear Training III**

*Prerequisite:* JAZZ 185.

*Corequisite:* JAZZ 203.

A continuation of JAZZ 185.

**JAZZ 285 (1.5) (2,2,0) (S)**  
**Sightsinging/Ear Training IV**

*Prerequisite:* JAZZ 284.

*Corequisite:* JAZZ 204.

A continuation of JAZZ 284.

**JAZZ 294 (1.5) (0,3,0) (F)**  
**Small Ensemble III**

*Prerequisite:* JAZZ 195.

A variety of jazz styles/eras will be studied, advancing chronologically from "bebop" and "mainstream" standards, through contemporary jazz of the 60s and 70s and jazz-rock fusion, to current jazz styles. Course operation is on two levels of study; instructional and lab performance.



**JAZZ 295 (1.5) (0,3,0) (S)**  
**Small Ensemble IV**

*Prerequisite:* JAZZ 294.

A continuation of JAZZ 294.

**JAZZ 300 (3) (4,0,0) (S)**  
**20th Century Theory**

*Prerequisites:* JAZZ 240, 204.

A survey of compositional techniques and theoretical principles utilized from 1890 to the present coupled with an examination of various major composers and masterpieces of their music.

**JAZZ 310 (1.5) (2,0,0) (F)**  
**JAZZ Pedagogy**

*Prerequisite:* JAZZ 204.

Concepts, methods, and resources; examination and comparison of textbooks, recordings, tapes, and materials related to the study of jazz.

**JAZZ 336 (1.5) (2,0,0) (F)**  
**Studio Vocal Performance III**

*Prerequisite:* JAZZ 237.

A continuation of JAZZ 237. Seats may be restricted to vocal majors.

**JAZZ 337 (1.5) (2,0,0) (S)**  
**Studio Vocal Performance IV**

*Prerequisite:* JAZZ 336.

A continuation of JAZZ 336.

**JAZZ 338 (1.5) (2,0,0) (F)**  
**Vocal Jazz Master Class III**

*Prerequisite:* JAZZ 239.

A continuation of Vocal Jazz Master Class II instruction with more emphasis on individual contribution and responsibility. Seats may be restricted to vocal majors.

**JAZZ 339 (1.5) (2,0,0) (S)**  
**Vocal Jazz Master Class IV**

*Prerequisite:* JAZZ 338.

A continuation of JAZZ 338.

**JAZZ 370 (1.5) (2,0,0) (F)**  
**Jazz Styles**

*Prerequisite:* JAZZ 170.

A follow-up to JAZZ 170. Detailed study of the major figures in jazz from 1940 to the present, such as Charlie Parker, John Coltrane, Bill Evans.

**JAZZ 372 (1.5) (2,0,0) (S)**  
**Arranging III**

*Prerequisites:* JAZZ 204, 272.

A study of vocal writing styles and techniques. This course is not always offered.

**JAZZ 382 (1.5) (1,2,0) (F)**  
**Improvisation III**

*Prerequisite:* JAZZ 283.

This course contains both a lecture and lab component. Content will include: substitution of chord scales, tonicization, diminished chord scales, riff blues melodies, analysis and composition of solos in various styles.

**JAZZ 383 (1.5) (1,2,0) (S)**  
**Improvisation IV**

*Prerequisite:* JAZZ 382.

A continuation of JAZZ 382. Content will include; altered and symmetrical scales, exploration of the harmonic resources of scales, pentatonic and altered pentatonic scales, 4th chord stacks, polychordal triad relationships, outside playing, the philosophy of free jazz.

**JAZZ 394 (1.5) (0,3,1) (F)**  
**Small Ensemble V**

*Prerequisite:* JAZZ 295.

At this level the student will receive instruction in ensemble performance for the recording studio. Students will perform and produce under supervision.

**JAZZ 395 (1.5) (0,3,1) (S)**  
**Small Ensemble VI**

*Prerequisite:* JAZZ 394

A continuation of JAZZ 394.

**JAZZ 410 (1.5) (2,0,0) (F)**  
**Conducting I**

*Prerequisites:* JAZZ 204, 215, 240, 285

A study of basic conducting techniques.

**JAZZ 411 (1.5) (2,0,0) (S)**  
**Conducting II**

*Prerequisite:* JAZZ 410.

A continuation of Conducting I with emphasis on vocal and instrumental approaches.

**JAZZ 460 (1.5) (2,0,0) (F)**  
**Commercial Relations in Music**

A course involving aspects of the music industry including copyright, contracts, performing rights organizations and the recording industry.

**JAZZ 470 (1.5) (2,0,0) (S)**  
**World Music**

A study of the musics of the world outside the realm of the Western European tradition.

**JAZZ 472 (1.5) (2,0,0) (F)**  
**Arranging IV**

*Prerequisite:* JAZZ 272.

*Corequisite:* JAZZ 204.

Course content includes writing techniques for large jazz ensemble. This course is not always offered.

**JAZZ 494 (1.5) (0,3,0) (F)**  
**Small Ensemble VII (by audition only)**

A jazz performance ensemble for more advanced players. Students will be required to perform in public several times during the semester.

**JAZZ 495 (1.5) (0,3,0) (S)**  
**Small Ensemble VIII**

A continuation of JAZZ 494.

**KIN. 140 (3) (4,0,0) (Su)**  
**Contemporary Health Issues**

Examination of current health issues from a holistic perspective with emphasis on the role of personal behaviours and other factors influencing health. Critical analysis and evaluation of health information will also be covered.

**KIN. 142 (3) (4,2,0) (S)**  
**Introduction to Kinesiology**

An introduction to the range of subject areas encompassed in the discipline of kinesiology, with basic assessment procedures for individual status and performance according to functional anatomy, biomechanics and exercise physiology.

**KIN. 143 (3) (2,2,0) (F)**  
**Exercise Management**

An introduction to exercise management and exercise physiology; conditioning methods, exercise techniques and fitness appraisal

**LGAS 150 (3) (4,0,0) (F)**  
**Introduction to the Study of Law**

Introduction to legal concepts and legal reasoning. The course will cover the historical development of legal institutions and the principles of common law and equity, the interpretation of statutes, and an analysis of the system; its strengths and weaknesses.

Transferable to SFU.

**LGAS 151 (3) (4,0,0) (S)**  
**Evidence**

An introduction to the law of evidence. Although some statutes will be considered, emphasis will be on case law and current developments in the law.

Transferable to SFU.

**LGAS 152 (3) (4,0,0) (F)**  
**Litigation Procedures I**

Introduction to procedures in the courts of B.C. The course covers basic procedures in pre-trial preparation of documents, and the use of precedents in litigation.

**LGAS 153 (1.5) (2,0,0) (S)**  
**Basic Corporate Procedures**

An examination of the B.C. Company Act and the C.B.C.A. and the various documents required to incorporate a company and attend to routine filings and resolutions. Differences between reporting and non-reporting companies will be studied.

**LGAS 155 (1.5) (2,0,0) (S)**  
**Conveyancing Procedures**

Introduce students to basic conveyancing procedures in B.C., including the role of the conveyancing assistant, the structure of a real estate sale, the system of registration in B.C., and basic procedures when acting for a purchaser and/or vendor.

**LGAS 156 (1.5) (2,0,0) (S)**  
**Introduction to Evidence**

This course is an introduction to the law of evidence including relevancy, materiality, admissibility, opinion evidence, etc.

**LGAS 157 (3) (4,0,0) (S)**  
**Wills and Probate Procedures**

An examination of the Wills Act, the Estate Administration Act, and Wills Variation Act. Students will prepare the necessary documents to obtain Letters Probate and Letters of Administration. Students will also learn how to deal with assets after Letters Probate or Administration have been obtained.



**LGAS 164 (1.5) (2,0,0) (S)**  
**Litigation Procedures IV**

*Prerequisite:* LGAS 152.

An introduction to Alternate Dispute Resolution, practice and procedure in the Small Claims Court, use of the Freedom of Information and Privacy Act as a tool for discovery, and Chambers practice and procedures in the Supreme Court of British Columbia.

**LGAS 170 (3) (4,0,0) (F,S,Su)**  
**Legal Research**

Provides the student with the techniques and methodology of legal research and will include functions such as reading briefs and legal documents; using encyclopedias, annotated reports, law reviews, case comments; locating decisions.

**LGAS 172 (3) (4,0,0) (F)**  
**Legal Drafting I**

Course work includes drafting of agreements, statements of claim and defences, letters and memos, and a study of the rules of statutory interpretation. Emphasis will be placed on developing different writing styles, rather than obtaining a detailed knowledge of specific areas of law.

**LGAS 174 (3) (4,0,0) (S)**  
**Legal Drafting II**

*Prerequisite:* LGAS 172.

A continuation of the work begun in LGAS 172; students will draft more complex documentation.

**LGAS 176 (3) (4,0,0) (F)**  
**Legal Office Procedures**

Practical information about the organization of legal offices. Instruction in timekeeping, filing and communications systems, use of data processing equipment in law offices, ethical responsibility of legal assistants and legal terminology will be covered.

**LGAS 179 (3) (4,0,0) (F)**  
**Legal Interviewing**

This course will give an understanding of the role of the legal assistant and of the process of legal interviewing. Students will acquire skills in conducting various types of interviews.

**LGAS 180 (3) (4,0,0) (F,S)**  
**Contracts I**

The objective of this course is to give the students a general understanding of the fundamental principles of

contract law, including offer and acceptance, certainty, intention, consideration, and privity.

**LGAS 181 (3) (4,0,0) (F,S)**  
**Contracts II**

*Prerequisite:* LGAS 180.

This course is a continuation of LGAS 180. Topics include misrepresentation, interpretation, mistake, duress, and remedies.

**LGAS 182 (3) (4,0,0) (F)**  
**Creditors' Remedies**

Discussion of the principles, practice and information gathering procedures necessary to realize on judgments. The case method will be used and students are expected to be familiar with the documentation used in the above process.

**LGAS 199 (3) (2,0,0) (F,S,Su)**  
**Career Practicum**

*Prerequisite:* 3.0 Cumulative GPA.

This includes the work portion of the Career Practicum which consists of six months in a law firm. It also includes classroom seminars and instructor/student consultations. Students will be assisted by the instructor in finding a practicum, but it is the student's responsibility to obtain a practicum position. This practicum must be commenced within two years of completing the Legal Assistant course requirements.

**LGAS 252 (3) (4,0,0) (F)**  
**Torts I**

An introductory study of torts. Principal topic to be studied is the law of negligence.

**LGAS 253 (3) (4,0,0) (F)**  
**Company Law**

The law relating to business associations. An examination of rights and duties of officers, directors, and shareholders, as well as an analysis of provincial securities practice.

**LGAS 254 (3) (4,0,0) (S)**  
**Torts II**

*Prerequisite:* LGAS 252.

This is a continuation of LGAS 252. Recovery of pure economic loss, nuisance, liability of statutory authorities, intentional torts and other areas are studied.

**LGAS 255 (3) (4,0,0) (S)**  
**Real Property**

A review of the common law relating to real property as modified by legislation will be studied in this course using the case analysis method.

**LGAS 256 (3) (4,0,0) (S)**  
**Family Law**

Law and the family: marriage and its dissolution; rights and duties of spouses and parents; custody; access, guardianship, and adoption.

**LGAS 257 (3) (4,0,0) (F,S,Su)**  
**Wills and Estates**

This course will cover substantive law issues that arise in a wills and estates practice. Important practice issues will also be covered, as well as a review of applicable legislation.

**LGAS 262 (3) (4,0,0) (S)**  
**Litigation Procedures III**

*Prerequisites:* LGAS 152, 162.

This course covers divorce, Family Relations Act, and small claims procedures.

**LGAS 264 (3) (4,0,0) (F,S)**  
**Insurance Law I**

An overview of Canadian insurance law including structure of the industry, insurable interest, valuation, subrogation, contribution and indemnity and duty to disclose.

**LGAS 265 (3) (4,0,0) (S)**  
**Insurance Law II**

Continuation of LGAS 264 covering agents' duties and responsibilities; form and formation of the insurance contract; cover, including exceptions to cover; the claims process; ICBC insurance issues.

**LGAS 268 (3) (4,0,0) (F,S)**  
**Criminal Law**

Substantive elements of selected criminal offenses and consideration of various defences. The effect of The Charter of Rights on rights of the accused will be also studied.

Transferable to SFU.

**LGAS 271 (3) (4,0,0) (F,S)**  
**Administrative Law**

The law relating to administrative tribunals in Canada. The rules of natural justice and fairness will be examined as well as judicial review of decisions and

administrative tribunals. Emphasis will be on provincial administrative tribunals and the effect of The Charter of Rights in this area.

**LGST 105 (1.5) (2,0,0) (S,Su)**  
**Typing Speed and Skill Development**

This course will build keyboarding speed and accuracy skills using both general business and legal materials.

**LGST 107 (3.75) (5,0,0) (S,Su)**  
**Legal Machine Transcription**

Students will gain experience in preparing legal materials on a microcomputer from recorded material which has been dictated as if from the desk of a lawyer to a competent legal secretary.

**LGST 108 (1.5) (2,0,0) (F,S)**  
**Family Law Procedures**

Introduction to the procedures, rules and legislation applicable to divorce and family law litigation.

**LGST 109 (3) (4,0,0) (F,S)**  
**Basic Litigation**

Introduction to court procedures in the Supreme Court of B.C. The course will cover procedures in pre-trial preparation, the preparation of documents, the use of precedents in the Supreme Court.

**LGST 110 (3) (4,0,0) (F,S)**  
**Corporate Procedures**

An examination of the B.C. Companies Act and the various documents that a legal secretary must be familiar with in order to incorporate a company and attend to routine filings and resolutions. Records Office requirements, annual proceedings, preparing share certificates and registration, etc., will also be covered.

**LGST 112 (3) (4,0,0) (S,Su)**  
**Basic Conveyance and Mortgage Procedures**

This course covers the contract of purchase and sale, Land Title Act requirements for registration of title in B.C., search procedures, preparation of primary and secondary documents and forms involved in conveying title and registering charges. Emphasis will be on preparing documents acceptable to the Land Title Office, such as transfers, mortgages, and related forms for a residential conveyance.

**LGST 114 (1.5) (2,0,0) (F,S)**  
**Wills and Probate Procedures**

An examination of the Wills Act, and Estate Administration Act. Students will prepare the necessary



documents to obtain Letters Probate in the Supreme Court of B.C. and be familiar with documentation required for issuance of Letters of Administration.

**LGST 116 (1.5) (2,0,0) (F,S)**  
**Introduction to the Legal System**

This course acquaints students with a working knowledge of the Canadian and B.C. Court System, ethics of the legal profession and the rules of the Law Society relating to trust accounts, with added emphasis on legal vocabulary.

**LGST 117 (1.5) (2,0,0) (S,Su)**  
**Legal Office Procedures**

A course to prepare legal secretarial students for positions in law offices. Instruction in time keeping, diary systems, use of law library, ethical responsibilities, filing, and other procedures particular to the profession. Emphasis will be placed on the structure of a law office, the differences between large and small offices, and the office procedures unique to the practice of law.

**LGST 119 (1.5) (2,0,60) (S,Su)**  
**Practicum**

Work experience involving 24 lecture hours and at least 60 hours of related office experience in the legal field. Also covered is the resume, job application, cover letter and interview.

**LGST 122 (3) (4,2,0) (S,Su)**  
**Computer Applications in the Legal Office**

The student will learn to identify the components of office automation. The student will also require a practical knowledge and an understanding of basic spreadsheet and data base concepts.

**LGST 123 (3.75) (5,2,0) (F,S)**  
**Legal Document Processing on the Microcomputer**

Using WordPerfect software on an IBM compatible microcomputer, the student will be introduced to basic through advanced word processing concepts. Proficiency working with the program will be acquired through the production of various legal documents.

**LGST 124 (3) (4,0,0) (F,S)**  
**Organizational Behaviour**

This course looks at the effects of individual and group behaviour in organizations. Topics include leader behaviour and power, motivation, attitude development, perception, work stress and conflict. Students will also learn how to apply communication, problem

solving and conflict resolution skills toward an organization's overall effectiveness.

**LING 100 (3) (4,0,0) (F)**  
**Introduction to General Linguistics:  
Language Structure**

This course provides a preliminary examination of the structural properties of languages in general. It focuses on how sounds are articulated and function (phonetics and phonology), and how words and sentences are formed (morphology and syntax). It utilizes examples from a variety of languages and discusses applications of these linguistic findings to language learning and teaching.

**LING 101 (3) (4,0,0) (S)**  
**Introduction to General Linguistics:  
Language Use**

*Prerequisite:* LING 100 or permission of instructor  
A continuation of LING 100, this course focuses on language use and other aspects of linguistics. It provides an introduction to semantics, pragmatics, historical linguistics, sociolinguistics, language typology, writing systems and first and second language acquisition.

**LSP. 100 (1.5) (F)**  
**Introduction to Economics for Trade Unionists**

An economics course emphasizing both the simplicity of most economic ideas, and the relevance of economics to an understanding of the way Canadian society operates. It focuses on the reasons why economists disagree about free trade, the role of government in the economy and the role of unions, and isolates the political nature of most economic arguments. Topics discussed include the workings of the market system, the idea of competition and the reality of monopoly power, the potential benefits and costs of "free trade", and the causes and consequences of inflation and employment.

**LSP. 101 (1.5) (S)**  
**Labour Economics: Alternatives & Options**

This course builds on the material from LSP. 100 to provide information on alternative economic models including Marxist economic theory. Discussion focuses on the development and nature of capitalist economics and the causes of short and long term economic crises.

**LSP. 105 (1.0) (F,S)**  
**Corporate Financial Statement Analysis**

A general introduction to reading and understanding financial statements focusing on corporate income

statements and balance sheets. There is discussion of concepts such as the definition of profit and investment return and how to determine the cost of employee benefits.

**LSP. 109 (1.0) (F,S)**  
**Legal Research Skills**

This course provides students with a general understanding of the fundamental principles of legal research. Students learn the basics of legal research by doing a series of specific research problems. The Labour Relations Board library and computers are used by the participants to undertake hands-on research assignments.

**LSP. 110 (1.5) (F,S)**  
**B.C. Labour Law**

A basic but comprehensive course designed to acquaint union members as well as officers and staff with the essentials of the provincial labour law.

The course covers organizing, unfair labour practices, arbitration, strikes, lockouts and picketing, amongst other topics.

The sessions include detailed examination of the Labour Relations Code, important Labour Relations Board decisions, as well as court decisions dealing with labour law issues.

**LSP. 111 (1.5) (F,S)**  
**The Canada Labour Code**

A broad examination of the Code and decisions which affect unions under federal labour jurisdiction. Introduction of labour law research methods and their application. Emphasis is placed on the policy underlying the code and the creation and effect of the collective agreement.

**LSP. 113 (1.5) (F,S)**  
**Public Service Staff Relations Act (PSSRA)**

A wide examination of the federal labour laws dealing specifically with the public sector worker and their impact. Emphasis on labour law research methods and their application, collective agreements, grievances and back-to-work legislation for "essential" service workers.

**LSP. 115 (1.0) (F,S)**  
**Issues in Occupational Health and Safety**

A general background to and overview of the main social, medical, economic, technical and legal issues facing B.C. workers in the field of health and safety. Special attention is given to the Workers' Compensation Board.

**LSP. 116 (1.5) (F,S)**  
**Workers' Compensation Act and the WCB**

The course provides a general understanding of the Workers' Compensation Act and the W.C.B. The statutory and administrative framework of the Workers' Compensation Board and all phases of claims handling are examined. Students are provided with information required to represent workers with compensation appeals with special emphasis on reviewing W.C.B. claim files, securing evidence, presenting the evidence by written submissions and at oral hearings.

**LSP. 117 (1.0) (F,S)**  
**Introduction to EI Procedures**

The Employment and Insurance Act is a basic part of Canada's "social safety net". High unemployment makes employment insurance more important than ever to working people.

This course is intended to help union officers and ordinary workers understand how employment insurance works. Many topics are covered, from the determination of insurable employments to types of benefits, avoiding trouble with a claim, and termination. The complex appeal system is thoroughly discussed, and students are offered a chance to take part in a simulated Board of Referees hearing at the final session. Students become familiar with the Employment and Insurance Act and Regulations, policy manual, umpire's decisions, and other research tools.

**LSP. 118 (1.0) (F,S)**  
**Human Rights Law**

An examination of the essential practices and procedures in human rights law focusing on sexual harassment and the duty to accommodate. This course offers up-to-date legal information from the provincial and federal jurisdictions. It provides an assessment of legal protection under the Human Rights Code of British Columbia, the Canadian Human Rights Act, and the Canadian Charter of Rights and Freedoms, as well as collective agreements and institutional policies. The course provides the participant with a thorough understanding of liability, the process of filing a complaint, and appropriate remedies in human rights law.

**LSP. 119 (1.0) (F,S)**  
**Civil Rights and the Work Place**

Specific civil rights problems arising in the workplace, including issues of political, economic and legal rights of the worker; examination of legal remedies available to trade unions and the employee to prevent infringement of civil rights in the work place; protection of civil rights under the provincial and federal legislation



through contracting and in collective agreements. A problem-solving format with discussions of current civil rights issues, "right-to-work" legislation, race and sex discrimination.

**LSP. 120 (1.0) (F,S)**  
**Politics: Understanding Government Bureaucracy**

A course which outlines how government operates in various spheres, the impact it makes on the citizen, how to utilize procedures for redressing grievances that result from bureaucracy, and what channels are open for citizen participation. In addition, the course looks at the civil servant and his/her relationship to other workers.

**LSP. 122 (1.5) (F,S)**  
**Politics: Labour Policy in Canada**

Provides a basic understanding of the structures and processes of policy making in Canada with a direct focus on the formation of Labour Policy. The participant gains a specific knowledge of the structures of government in Canada, learns the impact federalism has on policy formation, and becomes familiarized with channels of political input.

**LSP. 130 (1.5) (F,S)**  
**Sociology of Work**

This course assists in the understanding of the social context in which work occurs. An attempt to develop tools to understand the various social settings in which work has been placed is undertaken. The different ways in which working people have been manipulated by the new social engineers is also studied.

**LSP. 131 (1.5) (F,S)**  
**Race and Ethnic Relations**

The issue of racism has been used in the past to weaken and divide unions. This course will help unionists become sensitive to complexities of race and ethnic relations; give practical advice on integrating minority workers into the union and develop techniques to deal with biases and prejudice at the work place and in the community. Approaches to combatting the disruptive effects of racism will be discussed.

**LSP. 140 (1.5) (S)**  
**History of the Labour Movement in Canada**

A survey of the history of the labour movement in Canada from the formation of the working class in the 19th century through to mass industrial unionism. By looking at specific conflicts, a good overview is obtained of the struggles of the labour movement to

gain the right to organize, obtain union recognition, bargain collectively and provide decent wages and working conditions.

**LSP. 141 (1.0) (F,S)**  
**Telling Your Union's Story: A Course in Practical History**

This is a companion course for the larger course in Labour History, but it can be taken separately. It is designed to give some basic research skills, skills that can be applied toward learning the history of your union – its development, policies, past struggles and victories. It is meant to be a practical course: the participants learn how to use resources, how to apply them, and how to present the results to others.

**LSP. 142 (1.5) (F)**  
**History of the Labour Movement in B.C.**

The birth and growth of trade unionism in B.C. Through a wide collection of printed and visual materials participants analyze the raw and vital struggles between B.C.'s working people and the industrialists who opposed them. The major economic and political issues of the movement are traced; the right to organize, the right to bargain, the demand for the nine and eight-hour day, the problems of racism and immigration, the struggle to organize the industrial, public and clerical sectors, the fight for women's rights, political expression.

**LSP. 150 (1.0) (F,S)**  
**Women in the Work Force**

This course focuses on what women want to do in their union. It encompasses the political realities of the labour movement as it is today, as well as personal and emotional politics within the trade union movement as they exist in our sexist society.

**LSP. 151 (1.0) (F,S)**  
**Leadership Skills, Assertiveness and Advocacy**

Attempts not only to provide women with the skills they need to take a leadership role in their trade union, but also takes a careful look at the way sex role stereotyping inhibits us from developing these skills. This course covers the following areas: Women and Power, Assertiveness, Advocacy, Organizing and Group Dynamics.

**LSP. 155 (1.0) (F,S)**  
**Indian Land Claims and the Trade Union Movement**

This course acquaints the participant with the position of native people on the issue of land claims. An

understanding of the implications of native land claims for the trade union movement and the history of native people in Canada and British Columbia is gained. This history is studied in relation to the whole question of land.

**LSP. 160 (3.0) (F,S)**  
**Media for Trade Union Education and Organization**

The objective of this course is to become familiar with simple media production skills for use in the labour movement. The participant learns how to record and dub audio material, use an instamatic or 35 mm still camera for slides, produce a simple slide-audio show, use portable video equipment for basic recording, write news releases, pamphlets, and internal newsletters and edit audio and video tape.

**LSP. 161 (1.5) (F,S)**  
**Working with Mass Media**

This course is designed to acquaint trade unionists with the nature of print and electronic mass media with a view to improving techniques for relating to the media. Specific topics which emerge from the classes will be dealt with, typical of which might be media ownership and the process of "newsmaking".

**LSP. 162 (1.0) (F,S)**  
**Working Culture and History of Labour Arts**

Since its beginning, Canadian labour has worked to build a cultural life supportive of the concerns of working people. At the same time, visual artists, film makers, dramatists, musicians, writers and other cultural workers have identified with the movement for social change embodied in organized labour.

This course explores the history of Canadian labour culture, the influence of various ethnic and international currents in creating a rich cultural identity and the limits and possibilities opened by the advent of mass media. Examples of film, video, television, song, literature and visual art are used as focal points for discussion.

**LSP. 163 (1.5) (F,S)**  
**Media Workshop**

The aim of this workshop is to acquaint learners with current multi-media presentation techniques.

**LSP. 170 (1.5) (F,S)**  
**Communications: Public Speaking and Parliamentary Procedures**

All the skills and techniques necessary for effective communications in active union involvement.

Designed to meet the needs of active unionists and officers, this course combines principles and practice in a "learn while doing" format. Training in the following skills areas:

1. effective public speaking: including methods of oral communication, effective listening and response, confidence building, and style development. Role plays aid the participant in overcoming fears and speech anxiety while maximizing organization, objectives and analysis of impact.
2. effective meetings: effective chairing, preparation of agendas, and building a good "process" with the assistance of rules of order.

**LSP. 180 (1.5) (F,S)**  
**Stewards' Training**

This course is intended to assist stewards and union members in developing confidence in their ability to adequately represent their fellow workers at the office or job site as well as provide the minimum technical skills in advocacy and contract interpretation. In addition, the course provides a brief overview of the history of the North American Labour Movement and its institutions as they have developed.

**LSP. 181 (1.5) (F,S)**  
**Collective Bargaining**

Technical and practical information for the union negotiator. Includes instruction on the bargaining process including preparation and development of proposals; contract language and costing. Bargaining table advocacy skills are explored. Material is available for the specific needs of public and private sector bargaining. A bargaining simulation is held as an integral part of the course.

**LSP. 182 (1.5) (F,S)**  
**Union Local Administration**

This course is designed to provide union activists and local officers with basic skills in parliamentary procedures as well as the administrative duties of officers and committee members in local unions. The course requires considerable student participation to develop debating and advocacy skills.

**LSP. 190 (1.0) (F,S)**  
**Contract Costing**

This course evaluates the "numbers game" played at the bargaining table and in the media around bargaining issues. It deals with union and employer approaches to costing the different elements of bargaining proposals and settlements.



Topics discussed include:

- wages and benefits and the concept of total compensation;
- the effects of inflation and design of COLA clauses;
- sources of information for monetary negotiations and the uses and limitations of external comparisons.

Participants also consider issues such as strategy, the public relations aspects of costing, and the relationship of costing to pay equity.

**LSP. 191 (1.0) (F,S)**  
**Introduction to Pension Plans**

This course, useful for Pension Trustees, potential Trustees, union officers and pension plan administrative staff, is a thorough examination of pension plans and pension issues. Topics developed and discussed include defined benefit and money purchase plans; regulation of pensions; the law of trusts; investment principles and practices; the design, financing, administration and communication of pension plans; strategic planning for pensions.

**LSP. 192 1.0 (F,S)**  
**Introduction to Health & Welfare Benefits**

This course has been developed to provide a working understanding of the various aspects of Health & Welfare/Benefit Plans. The following topics are incorporated: what is contained in a Health & Welfare Plan; government involvement; designing a benefit plan, costing components; methods of financing a benefit plan; benefit plan administration.

**LSP. 210 (1.5) (F,S)**  
**Arbitration**

This course, which is open to students who have previously completed LSP. 110, 111, 113 or any other Labour Law course, is an advanced course dealing with matters such as rules of evidence, procedures, selection of arbitrators, arbitration powers and a brief history of arbitration. It deals with grievance arbitration arising out of the collective agreement.

**LSP. 216 (1.5) (F,S)**  
**Workers' Compensation Appeals - Intermediate Level**

This course is open to students who have previously completed LSP. 116 or have experience in representing workers with compensation appeals. The course provides an understanding of the Workers' Compensation appeals process with special emphasis on policies, procedures and practice by preparing and presenting appeals at the Workers' Compensation Review Board.

Students are provided with practical skills for reviewing medical evidence and requesting medical legal opinions. A key part of the course is a case study that involves preparation of an appeal and the presentation of the appeal to a panel of the Workers' Compensation Review Board.

**LSP. 226 (1.0) (F,S)**  
**Advanced Workers' Compensation - Appeal Preparation & Presentation**

The course is open to students who have previously completed LSP. 116, LSP. 216 or have experience in representing workers with compensation at the appeal level. This course provides detailed review of Advanced Workers' Compensation Appeals to the Appeals Tribunal (Commissioners) and to the Medical Review Panel. Students review appeals procedures and policies for advanced appeals and complete practical skills exercises.

**MATH 009 (1.5) (0,3\*,0)(Su,F,S)**  
**Arithmetic**

A review of the basic arithmetic operations. Applications to percentage, ratio, proportions, areas and volumes. This is a self-paced course primarily intended for returning students who require a basic math refresher.

\* Students are generally required to attend three scheduled hours per week for this course.

**MATH 090 (1.5) (4\*,0,0) (Su,F,S)**  
**Introductory Algebra with Functions**

*Prerequisite:* Math 11 with at least a "C-" grade or permission of a mathematics instructor.

Develops the concepts of introductory algebra with emphasis on the real number system, the algebra of exponents, and polynomial arithmetic at the elementary level. This course is intended for students who require a basic introduction to algebra.

\* This course meets four hours per week for seven weeks (half a term).

**MATH 095 (1.5) (4\*,0,0)(Su,F,S)**  
**Intermediate Algebra with Functions**

*Prerequisite:* MATH 090 or BMTH 045 with at least a "C-" grade, or Math 11 with at least a "C" grade, or permission of a mathematics instructor.

Develops the concepts of intermediate algebra including polynomials, rational expressions, radical expressions, quadratic equations and an introduction to logarithms. This course is intended for students who have already completed a basic introduction to algebra.

\* This course meets four hours per week for seven weeks (half a term) or two hours per week for the full term.

**MATH 101 (3) (4,0,0) (F,S)**  
**Introduction to Statistics**

*Prerequisite:* Math 11 or MATH 090 or BMTH 045 with at least a "C-" grade, or permission of the instructor.

An introduction to the language of statistics and some statistical methods, including random variables and their distribution; random sampling, normal distribution, estimation of parameters and testing hypotheses.

**MATH 102 (3) (4,0,0) (S)**  
**Statistical Methods**

*Prerequisite:* MATH 101 with at least a "C-" grade.

A study of important statistical methods commonly used in the analysis of research data, including t-tests and their non-parametric competitors, one and two-way analysis of variance, chi-square tests and regression analysis.

**MATH 105 (3) (4,0,0) (Su,F,S)**  
**Precalculus Mathematics**

*Note:* This course is not transferable to UBC except if combined with MATH 110 or 108 (for some faculties).

*Prerequisite:* Math Placement Test (MPT) OR completion within the past year of: Math 12 with at least a "C" grade; BMTH 045 with at least a "B" grade; or MATH 095 with at least a "C+" grade.

Students who have completed within the past year MATH 090 with at least a "B-" grade OR MATH 095 with at least a "C-" grade are permitted to enrol in MATH 105 only if they enrol in MATH 095 concurrently.

A review of algebra and a discussion of functions, graphs, mathematical models, trigonometry, logarithms and exponential functions. Primarily for students who anticipate taking calculus courses or who require a Math 12 equivalent course.

No duplicate credit for MATH 105/107.

**MATH 107 (3) (4,0,0) (F,S)**  
**Precalculus for Business and Social Sciences**

*Note:* This course is not transferable to UBC unless combined with MATH 108 (for some faculties).

*Prerequisite:* Math Placement Test (MPT) OR completion within the past year of: Math 12 with at least a "C" grade; or BMTH 045 with at least a "B" grade; or MATH 095 with at least a "C+" grade.

Students who have completed within the past year MATH 090 with at least a "B-" grade OR MATH 095 with at least a "C-" grade are permitted to enrol in MATH 107 only if they enrol in MATH 095 concurrently.

The mathematical models/applications in this course will be mainly business/finance oriented.

Linear and quadratic equations and inequalities, absolute value, systems of linear equations, functions and graphs, inverse functions, mathematical modelling, exponential and logarithm functions, circular and trigonometric functions, right-triangle trigonometry, arithmetic and geometric progressions, compound interest and annuities, summation notation, binomial theorem.

No duplicate credit for MATH 105/107.

**MATH 108 (3) (4,0,0) (Su,F,S)**  
**Calculus I for Business and Social Sciences**

*Prerequisite:* Math Placement Test (MPT) OR completion within the past year of: Math 12 with at least a "B" grade; or MATH 105 or MATH 107 or BMTH 046 with at least a "C-" grade.

An introduction to the mathematics of change; the concepts of calculus and the application of these concepts to business and the social sciences using a technology-based modelling approach; mathematical models of data sets using continuous functions; using the derivative and integral to investigate change; interpreting and communicating results.

No duplicate credit will be given for MATH 108/110/116.

**MATH 109 (3) (4,0,0) (F,S)**  
**Calculus II for Business and Social Sciences**

*Prerequisite:* MATH 108 or 110 or 116 with at least a "C-" grade.

Trigonometric functions, applications of the definite integral, integration techniques. Functions of several independent variables, partial derivatives, extrema, Lagrange multipliers, multiple integrals, some techniques for solving differential equations, systems of linear equations and matrix algebra.

No duplicate credit will be given for MATH 109/111/126.

**MATH 110 (4.5) (6,0,0) (Su,F,S)**  
**Calculus I**

*Prerequisite:* Math Placement Test (MPT) OR completion within the past year of: Math 12 with an "A" grade; or Math 12 and Calculus 12 with at least a "B"



grade in each; or MATH 105 or BMTH 046 with at least a "C-" grade.

Limits, continuity, the derivative, rules of differentiation, implicit differentiation, related rates, curve sketching, optimization, differentials; definite integrals and anti-differentiation; logarithmic and exponential functions.

No duplicate credit will be given for MATH 108/110/116 and 117.

*This course may be completed by guided self-study format using video and computer based instruction.*

**MATH 111 (4.5) (6,0,0) (Su,F,S)**  
**Calculus II**

*Prerequisite:* MATH 110 with at least a "C-" grade.

A study of the anti-derivative; the integral, techniques of integration, applications of the integral; polar coordinates, parametric curves; sequences, infinite series and Taylor's Theorem.

No duplicate credit will be given for MATH 109/111/126 and 127.

**MATH 116 (3) (4,0,0) (Su, F,S)**  
**Calculus I**

*Prerequisites:* Math Placement Test (MPT) OR completion within the past year of: Math 12 with an "A" grade; or Math 12 and Calculus 12 with at least a "B" grade in each; or MATH 105 or BMTH 046 with at least a "C-" grade.

*Corequisite:* MATH 117

Course content: Limits, continuity, the derivative, rules of differentiation, implicit differentiation, parametric curves, related rates, curve sketching, optimization, linear approximations, transcendental functions, indeterminate forms, anti-differentiation. Throughout the course a strong emphasis is placed on the geometric interpretation of the concepts of calculus.

**Note:** Duplicate credit will not be given for MATH 108/110/116.

**MATH 117 (1) (1,1,0) (Su,F,S)**  
**Applications of Calculus I**

*Corequisite:* MATH 116

Course content: Applications of differential calculus with an emphasis on the use of technology in mathematics. Topics include: models, curve fitting, Taylor polynomials, numerical stability, numerical derivatives, rates of change, optimization.

**Note:** Duplicate credit will not be given for MATH 110 and MATH 117.

**MATH 124 (3) (4,0,0) (Su,F,S)**  
**Discrete Mathematics I**

*Prerequisite:* Math Placement Test (MPT) OR completion within the last year of: Math 12 with an "A" grade; or Math 12 and Calculus 12 with at least a "B" grade in each; or MATH 105 or BMTH 046 with at least a "C-" grade.

A survey of fundamental topics in discrete mathematics including: mathematical proofs using direct arguments, indirect arguments, and induction; the algebra of sets; combinatorics; functions and relations; and graph theory. This course stresses the special role of discrete mathematics in computing science.

**MATH 126 (3) (4,0,0) (Su,F,S)**  
**Calculus II**

*Prerequisites:* MATH 110 or 116 with at least a "C-" grade.

*Corequisite:* MATH 127

Course Content: A study of the anti-derivative, the integral, techniques of integration, applications of the integral, differential equations, polar coordinates, sequences, infinite series and Taylor's Theorem. Continued emphasis on the geometric interpretation of the concepts of calculus.

**Note:** Duplicate credit will not be given for MATH 109/111/126.

**MATH 127 (1) (1,1,0) (Su,F,S)**  
**Applications of Calculus II**

*Prerequisite:* MATH 110 or 117 with at least a "C-" grade or permission of instructor.

*Corequisite:* MATH 126

Course content: Applications of integral calculus with an emphasis on the use of technology in mathematics. Topics include: numerical integration, introduction to a computer algebra system, applications in science, differential equations, sequences and series.

**Note:** Duplicate credit will not be given for MATH 111/127.

**MATH 152 (3) (4,0,0) (S)**  
**Linear Algebra and Differential Equations**

**Note:** This course is intended for students in the Engineering program.

*Corequisite:* MATH 111 or 126

An introduction to systems of linear equations and matrices, vector spaces and linear transformations, determinants, eigenvalues and eigenvectors, inner product spaces. The theory will be applied to first order

linear differential equations, first order linear systems and engineering topics.

**The Math Department offers a full second-year university transfer program in math. Students planning to take 200 level math should seek advice from Math instructors.**

**MATH 200 (3) (4,0,0) (F)**  
**Linear Algebra**

*Prerequisite:* MATH 111 or 126 with at least a "C-" grade.

An introduction to systems of linear equations and matrices, vector spaces and linear transformations, determinants, eigenvalues and eigenvectors, inner product spaces. Theorems and proofs are an important component of the course.

**MATH 204 (3) (4,0,0) (F,S)\***  
**Probability and Statistics for Applications**

*Prerequisite:* MATH 108 or 110 or 116 with at least a "C-" grade or permission of the instructor.

A calculus-based introduction to classical and non-parametric techniques for inferences about means, variances and analysis of variance. The emphasis will be on problem formulation, models, assumptions and interpretation. Regularly scheduled "labs" will introduce course participants to appropriate supporting statistical software.

\*MATH 204 to be offered in either the fall or spring term.

**MATH 205 (3) (4,0,0) (S)**  
**Introduction to Probability and Statistics**

*Prerequisite:* MATH 111 or 126 with at least a "C-" grade.

A calculus-based study of probability, discrete and continuous random variables, mathematical expectation, moment generating functions, Central Limit Theorem, sampling from normal populations, confidence intervals, hypothesis testing.

**MATH 215 (3) (4,0,0) (F,S)\***  
**Introduction to Analysis**

*Prerequisite:* MATH 111 or 126 with at least a "C+" grade or permission of instructor.

A course for students who plan to proceed in mathematics. Logic, sets, functions, limits of sequences and series; introduction to continuity, the derivative, Riemann Integral.

\* MATH 215 to be offered in the fall or spring term when sufficient student demand is evident.

**MATH 224 (3) (4,0,0) (F,S)**  
**Discrete Mathematics II**

*Prerequisite:* MATH 124 with at least a "C-" grade.

A continuation of the study of discrete mathematics from MATH 124. The emphasis is on combinatorial analysis, including generating functions, set theory and graph theory, with applications to computing science including representations, algorithms, and complexity.

**MATH 230 (3) (4,0,0) (F)**  
**Calculus III**

*Prerequisite:* MATH 111 or 126 with at least a "C-" grade.

*Corequisite:* MATH 200 or permission of instructor.

Analytical geometry of three dimensions; partial differentiation, applications; double and triple integrals; transformations to various coordinate systems.

**MATH 231 (3) (4,0,0) (S)**  
**Calculus IV**

*Prerequisite:* MATH 230 and MATH 152 or 200 with at least a "C-" grade in each.

Vector calculus; line and surface integrals; Green's Theorem; vector fields; divergence theorem; Stokes's Theorem; applications.

**MATH 235 (3) (4,0,0) (S)**  
**Introduction to Differential Equations**

*Prerequisite:* MATH 200 and 230 with at least a "C-" grade in each.

An introduction to ordinary differential equations; first order equations; higher order linear differential equations; linear systems; power series techniques; Laplace transform method; the phase plane, applications.

**MDIA 065 (3) (3,0,0) (F)**  
**Media Studies**

An introductory analysis and historical overview of media, especially film, combining aesthetic concepts, production techniques, and theoretical foundations. See admission requirements in the Media Resources Section. This is a Media Resources Certificate program course.

**MDIA 100 (3) (3,0,0) (F)**  
**Introduction to Video Production**

This course concentrates on the basic skills involved in video production with an emphasis on camera techniques and visual sequencing.



**MDIA 101 (3) (3,0,0) (F)**  
**New Media Literacy**

This course is an introduction to digital technology and multimedia. It will introduce students to the characteristics, applications and analysis of multimedia. This is a Media Resources Certificate program course.

**MDIA 102 (3) (3,0,0) (F)**  
**Introduction to Photography**

This course is an introduction to photographic skills, emphasizing fundamental skills in camera and image control. This is a Media Resources Certificate program course.

**MDIA 105 (1.5) (1.5,0,5) (F)**  
**Project Design**

An introduction to project design. Through the analysis of media production, students learn how to write an effective design plan for a media project.

**MDIA 142 (1.5) (3,0,0) (F)**  
**Computer Managed Learning and Training**

This course examines the concepts underlying the learning process and how the computer can be used to enhance this process. The instructional design process will be examined and will provide a platform for the investigation and application of a process to plan, produce, implement, and evaluate computer-delivered learning and training strategies.

**MDIA 150 (3) (3,0,0) (S)**  
**Introduction to Animation**

An introduction to the theory and application of animation techniques. Computer animation is the primary medium in this course.

**MDIA 156 (3) (3,0,0) (S)**  
**Computers in Media: Introduction**

Basic computer skills in word processing and introductory training in graphics and desktop publishing applications as they relate to media production. This is a Media Resources Certificate program course.

**MDIA 172 (1.5) (1.5,0,0) (S)**  
**Video Technology I**

An introduction to video systems, including a history of video technology, components of a complete video system, and a comparison of different formats.

**MDIA 173 (3) (3,0,0) (S)**  
**Educational Media Applications: Audio**

An introduction to the fundamental principles of sound generation and reproduction, and to the terminology, hardware, and systems related to audio components. Applications of audio technology, equipment maintenance, and critical analysis of product specifications are given special emphasis.

**MDIA 181 (3) (3,6,0) (F)**  
**Basic Audio Production**

An introduction to basic production techniques; components include interviewing, scripting, dubbing, editing, mixing, and packaging. The course also covers the operation of microphones, tape recorders and dub/mix facilities.

**MDIA 182 (3) (3,0,0) (S)**  
**Advanced Audio Production**

The application of production techniques in a variety of situations, including multi-track recording and mixing, documentaries, location recording, radio plays, film and video soundtracks and music recording, often using the department's sound production studio.

**MDIA 183 (3) (3,6,0) (F)**  
**Theory and Applications of Photographic Production**

An introduction to the photographic base relative to audiovisual production, including the camera and its controls, darkroom techniques, photosensitive materials and their control, and visual reproduction.

**MDIA 185 (3) (3,6,0) (S)**  
**Advanced Photography**

The application of photographic techniques, with emphasis on combining shot sequences to tell a story, as well as editing, layout, presentation, and basic studio operation.

**MDIA 186 (3) (3,3,0) (S)**  
**Computers in Media Production**

An introduction to the use of computers in pre-production to increase productivity. Emphasis is placed on computer application in graphics, budgeting, storyboarding and planning for the media.

**MDIA 195 (1.5) (1.5,0,0) (F)**  
**Photography**

An introduction to the areas of darkroom maintenance, photographic chemistry, print finishing, small and medium format copy camera, and relevant copying materials used in a variety of media applications.

**MDIA 200 (3) (3,6,0) (S)**  
**Intermediate Video I**

This course is designed to build on the basics of video recording and sequencing taught in MDIA 100. Students will focus on lighting, audio recording and editing for single camera productions. Workshops and exercises will form a major part of this course as well as a final production which students will produce in production groups.

**MDIA 202 (3) (3,3,0) (S)**  
**Intermediate Video II**

In this course students will learn the fundamentals of developing, writing, and presenting material suitable for basic video documentary productions.

**MDIA 231 (3) (3,0,0) (S)**  
**Digital Video Post Production**

This course provides the student with a hands on introduction to digital image manipulation for commercial video production. The Avid non linear editing system will be the main vehicle for teaching digital editing and effects.

**MDIA 250 (1.5) (1.5,0,0) (F)**  
**Documentary Scriptwriting**

An overview of the production planning process with an emphasis on the roles of scripts, concepts, treatments and storyboards in documentary production.

**MDIA 263 (1.5) (1.5,6,0) (S)**  
**Production Resources**

The comparative study of media technical systems and their operation; evaluation of various resources available in the Lower Mainland; design and/or modification of systems for media production and delivery; and interface of different types of systems.

**MDIA 271 (3) (3,6,0) (F)**  
**Educational Television Systems**

This course assumes background in basic portable video tape equipment and operations covered in MDIA 200 and 202 and is designed to develop the students' ability to effectively use multi-camera studio setups for the production of educational programs. These programs are of a quality suitable for cablecast or broadcast on the Knowledge Network.

**MDIA 299 (1.5) (1.5,0,0) (S)**  
**Major Projects**

Students will work in production groups to produce programs for outside clients. Students are responsible

for all aspects of these productions from contact to completion.

**MDIA 300 (6) (6,3,0) (F)**  
**Advanced Video Production**

This advanced production course develops students' basic production skills (taught in MDIA 100, 200 & 202) to a level suitable to produce for cablecast, broadcast and instructional and corporate settings.

**MDIA 303 (3) (3,6,0) (S)**  
**The Media Specialist in Education and Training**

A course concerned with the uses of media for motivation, information transmission, emotive learning, and self-awareness. A field practicum course exploring the relationship of the media specialist to education in general and the role of the media generalist in educational and instructional communication.

**MDIA 304 (3) (3,0,0) (S)**  
**Educational Media Applications: Computers**

A theoretical and hands-on introduction to the use of computers in education. Includes producing and evaluating computer-assisted instruction packages and computer-assisted video instruction.

**MOA. 100 (3) (4,2,0) (F)**  
**Medical Document Processing I**

*Prerequisite:* Keyboarding speed of 35 wpm

Keyboarding skill development and introduction to MS Word 6.0; basic to advanced applications.

**MOA. 102 (1.5) (2,0,0) (S)**  
**Keyboarding Skill and Speed Development**

Remedial drills, power drills, short and sustained timed writings to increase speed and accuracy in medical keyboarding.

**MOA. 103 (3) (4,2,0) (S)**  
**Medical Machine Transcription**

*Prerequisite:* MOA. 100 & 111

Practice in transcribing medical consultation letters and hospital reports from dictation equipment. This course entails a mandatory two-hour lab.

**MOA. 105 (3) (4,0,0) (F)**  
**Medical Administrative Procedures I**

Students will learn office procedures specific to the medical office including time management, medical ethics, appointments, patient record, filing, reception skills, and medical billing.



**MOA. 106 (0.75) (2,0,0) (S)**  
**Medical Administrative Procedures II**

*Prerequisite:* MOA. 105

Continuation of MOA. 105. Students will be able to perform financial recordkeeping specific to the medical office.

**MOA. 107 (1.5) (2,4,0) (F)**  
**Clinical Procedures I**

*Prerequisite:* St. John's Standard First Aid Certificate

Students will learn about clinical procedures pertinent to the doctor's office and the hospital setting. The course includes general information about physical and mental health; medications and health products. Students will learn how to use and maintain medical office equipment. There is a mandatory lab component.

**MOA. 108 (1.5) (2,4,0) (S)**  
**Clinical Procedures II and Pharmacology**

*Prerequisite:* MOA. 107

Continuation of MOA. 107. There is a mandatory lab component.

**MOA. 109 (3) (4,0,0) (F)**  
**Anatomy and Related Physiology and Pathology I**

A study of structure, function and interrelationships of the organic systems of the body. Common medical disorders, operative procedures and related terminology will be studied in conjunction with the systems.

**MOA. 110 (3) (4,0,0) (S)**  
**Anatomy and Related Physiology and Pathology II**

*Prerequisite:* MOA. 109

A continuation of MOA. 109.

**MOA. 111 (3) (4,0,0) (F)**  
**Medical Terminology I**

Introduction to Greek and Latin prefixes, suffixes, roots, and combining forms common to medical terminology. Students will acquire the necessary skills to define, pronounce and correctly spell medical terms.

**MOA. 112 (3) (4,0,0) (3)**  
**Medical Terminology II**

*Prerequisite:* MOA. 111

Continuation, reinforcement of terminology in MOA. 111.

**MOA. 115 (1.5) (2,0,54) (S)**  
**Directed Work Experience**

Following successful completion of term two, a medical office/clinic or hospital work practicum is arranged for the student. Before the work placement, the student will be required to attend career preparation lectures which will include practice sessions for the employment interview.

**MOA. 121 (1.5) (2,2,0) (F)**  
**Medical Document Processing II**

*Prerequisite:* MOA. 100

Advanced word processing applications are used in a medical environment.

**MOA. 122 (1.5) (2,0,0) (S)**  
**Computers in Health Care**

*Prerequisite:* MOA. 105, MOA. 100.

Students will be introduced to the use of computers in the medical office. Students will acquire skills using a microcomputer to gather patient demographic data, set up appointments, process claims for submission to MSP, process remittance reports and accounts receivable.

**M.T. 320 (1.5) (2,0,0) (F)**  
**Improvisation I**

An experiential study of free and structured improvisation forms for groups and solo work.

**M.T. 330 (3) (3,0,3) (F)**  
**Basic Clinical Skills**

An introduction to the basic concepts of observation, assessment and goal setting, including six weeks of introductory field work and in-class observations.

**M.T. 340 (1.5) (2,0,0) (F)**  
**Midi Synthesis Technology**

An introduction to the use of midi technology for the therapeutic setting.

**M.T. 350 (3) (3,0,0) (F)**  
**The Influence of Music**

A study of the physical and psychological impact of music, and its components for music therapy. A study of healing and music in various cultures.

**M.T. 360 (3) (4,0,0) (F)**  
**Music Therapy I**

This course presents the development of music as therapy, the clientele groups and their needs, and the potential of music as a therapeutic medium.

**M.T. 361 (3) (4,0,0) (S)**  
**Music Therapy II**

This course presents three music therapy styles with a focus on theory, analysis, and practice. Included are Developmental Music Therapy, Nordoff/Robbins improvisational style, and the use of music therapy in in-patient psychotherapy.

**M.T. 364 (3) (3,0,0) (F)**  
**Disabling Conditions of Adulthood**

An introduction to anatomy and physiology, normal and abnormal, and practical elements of standard treatment.

**M.T. 370 (3) (4,0,0) (S)**  
**Disabling Conditions of Childhood**

A basic introduction to abnormal child development and some major intervention approaches.

**M.T. 380 (1.5) (2,0,0) (F)**  
**Interpersonal Skills for Music Therapists**

Communication and observation exercises to increase awareness of ingrained skills and habits, and to introduce new alternatives.

**M.T. 391 (6) (2,0,6) (S)**  
**Practicum II**

Field work, in which students design, lead and document music therapy sessions, in consultation with staff supervision.

Weekly seminars examine practicum issues.

**M.T. 420 (1.0) (1.5,0,0) (S)**  
**Improvisation II - Guitar**

Group leading using guitar improvisation, plus exploring current popular styles and idioms.

**M.T. 450 (1.5) (2,0,0) (F)**  
**The Influence of Music II**

A continuation of lecture and experiential exposure to the influence of music in conjunction with the expressive arts.

**M.T. 451 (1.5) (2,0,0) (S)**  
**Music and the Creative Arts**

An experiential exposure to leading creative arts activities which can be used in conjunction with music: eg. dance, visual arts, poetry.

**M.T. 460 (3) (4,0,0) (F)**  
**Music Therapy III**

A continuation of the presentation of music therapy styles, for psychiatry, palliative care, music education and in healing, including the work of Helen Bonny and Mary Priestley. Assessment and treatment planning will be covered in depth.

**M.T. 461 (3) (3,0,0) (S)**  
**Music Therapy IV**

This course focuses on professional attitudes, skills, and awareness. Students learn job hunting skills, and practise leading workshops.

**M.T. 462 (3) (3,0,0) (S)**  
**Principles of Research**

An introduction to elementary research designs and basic statistical procedures.

**M.T. 480 (1.5) (1,0,0) (S)**  
**Improvisation III**

A continuation of Improvisation II.

**M.T. 490 (6) (2,0,6) (F)**  
**Practicum III**

Field work and weekly seminars. (Refer to M.T. 391.)

**M.T. 491 (6) (2,0,6) (S)**  
**Practicum IV**

Field work and weekly seminars. (Refer to M.T. 391.)

**M.T. 510 (9)**  
**Internship**

1,000 hours of clinical field work, including monthly seminars.

**MUS. 090 (1.5) (3,0,0) (S)**  
**Digitized Sound**

Audio is an important component in computer-based multimedia. In addition to the fundamental concepts of digital audio, students learn the techniques for digitizing and editing sound samples for use in interactive multi-media presentations.

**MUS. 100 (3) (4,0,0) (F)**  
**Theory I**

*Corequisite:* MUS. 112.

A study of music from c. 1600 to 1800 with an emphasis on diatonic harmony up to simple modulation. The student will learn control of chord progression and voice leading.



**MUS. 101 (3) (4,0,0) (S)**  
**Theory II**

*Prerequisite:* MUS. 100.

*Corequisite:* MUS. 113.

Continued study of diatonic harmony, to include treatment of all diatonic triads and sevenths, principles of voice leading, and techniques of contrapuntal expansion. Analysis of works in binary and ternary forms.

**MUS. 110 (1.5) (2,0,0) (F)**  
**Class Strings I**

A practical study of the violin family.

**MUS. 111 (1.5) (2,0,0) (S)**  
**Class Strings II**

A continuation of MUS. 110.

**MUS. 112 (1.5) (3,0,0) (F)**  
**Ear Training and Sight Singing I**

*Corequisite:* MUS. 100.

Study of the aural recognition of intervals, chords, and harmonic movement. The student will learn to: transcribe melodies and rhythms; sight sing using Solfege and scale degrees; read rhythms.

**MUS. 113 (1.5) (3,0,0) (S)**  
**Ear Training and Sight Singing II**

*Prerequisite:* MUS. 112.

*Corequisite:* MUS. 101.

A continuation of MUS. 112.

**MUS. 114 (1) (2,2,0) (F)**  
**Class Piano I**

This course is designed for students who wish to learn basic keyboard skills. Reading, improvisation, transposition and harmonization are the skills developed during this course and the three subsequent levels. Theoretical concepts are applied at the keyboard and include diatonic triads and sevenths of the major key, all major, minor and modal tetrachords. A weekly lab evaluates material covered in class. Students practise on the department's pianos.

**MUS. 115 (1) (2,2,0) (S)**  
**Class Piano II**

*Prerequisite:* MUS. 114.

A continuation of MUS. 114. In addition, keyboard sequences, arpeggios and major scales are introduced along with easy original repertoire.

**MUS. 120 (3) (3,0,\*) (F)**  
**Music History I**

The study of music as an acoustical and structural phenomenon. To survey the major monuments of world music history in relation to the function of music in a given culture. The aim will be to introduce music as a global concept, drawing on musics from Eastern and Western musical traditions.

\* Some concert attendance will be required.

**MUS. 121 (3) (3,0,\*) (S)**  
**Music History II**

*Prerequisite:* MUS. 120.

A study of music history of the Medieval and Renaissance periods.

\* Some concert attendance will be required.

**MUS. 122 (1.5) (2,0,0)**  
**Lyric Diction: Italian and German**

An exploration of the application of the principles of diction for singers in Italian and German through the medium of the International Phonetic Alphabet (IPA).

**MUS. 123 (1.5) (2,0,0)**  
**Lyric Diction: French and English**

An exploration of the application of the principles of diction for singers in French and English through the medium of the International Phonetic Alphabet (IPA).

**MUS. 200 (3) (4,0,0) (F)**  
**Theory III**

*Prerequisite:* MUS. 101.

*Corequisite:* MUS. 212.

A study of advanced tonal procedures: review of non-chord tones, mixture, seventh chords, applied V and VII, diatonic modulation, seventh chords with added dissonance. A detailed study of compound ternary and rondo forms. Investigation of the fugue.

**MUS. 201 (3) (4,0,0) (S)**  
**Theory IV**

*Prerequisite:* MUS. 200.

*Corequisite:* MUS. 213.

A study of chromaticism: the phrygian II, augmented sixth chords, other chromatic chords, chromatic voice-leading techniques, chromaticism in larger contexts. A detailed study of sonata, sonata-rondo, and variation forms.

**MUS. 210 (1.5) (2,0,0) (F)**  
**Class Woodwinds I**

A practical study of the woodwind family.

**MUS. 211 (1.5) (2,0,0) (S)**  
**Class Woodwinds II**

A continuation of MUS. 210.

**MUS. 212 (1.5) (3,0,0) (F)**  
**Ear Training & Sight Singing III**

*Prerequisite:* MUS. 113.

*Corequisite:* MUS. 200.

A continuation of MUS. 113.

**MUS. 213 (1.5) (3,0,0) (S)**  
**Ear Training and Sight Singing IV**

*Prerequisite:* MUS. 212.

*Corequisite:* MUS. 201.

A continuation of MUS. 212.

**MUS. 214 (1) (2,2,0) (F)**  
**Class Piano III**

For students who have taken MUS. 115 or have had previous keyboard experience. Students are introduced to common idiomatic accompaniment patterns as well as four-part chorale studies, keyboard sequences, minor scales and chords. Basic keyboard techniques are emphasized including relaxation, touch, rotation, weight transfer and their musical application in simple repertoire. The lab hour is utilized to develop sight reading skills at the keyboard.

**MUS. 215 (1) (2,2,0) (S)**  
**Class Piano IV**

A continuation of MUS. 214 with increased complexity of repertoire and technique.

**MUS. 218 (1.5) (2,2,0) (F)**  
**Class Brass**

A practical study of the brass family.

**MUS. 219 (1.5) (2,2,0) (S)**  
**Class Percussion**

A practical study of the percussion family.

**MUS. 220 (3) (3,0,\*) (F)**  
**Music History III**

*Prerequisite:* MUS. 120 and MUS. 121.

A survey of music history of the Baroque period and Classical period.

\* Some concert attendance will be required.

**MUS. 221 (3) (3,0,\*) (S)**  
**Music History IV**

*Prerequisite:* MUS. 220.

A survey of music history of the Romantic period and the 20th century.

\* Some concert attendance will be required.

**MUS. 360 (1.5) (1.5,0,0) (F)**  
**Method Studies in Music Education:  
 Kodaly Methodology**

This will provide a knowledge of Kodaly methodology and the skills necessary to use this teaching method in a classroom.

**MUS. 361 (1.5) (1.5,0,0) (S)**  
**Method Studies in Music Education:  
 Orff Methodology**

This will provide a knowledge of Orff methodology and the skills necessary to use this teaching method in a classroom.

**OTEC 111 (3) (4,0,0) (F)**  
**Business English I**

The course will review the fundamental principles of grammar, spelling, and punctuation. Memo writing will be covered.

**OTEC 112 (1.5) (2,0,0) (F)**  
**Language Skill Development**

This course will train students to apply the correct techniques of written communications to their proof-reading, verifying, and editing.

**OTEC 113 (4.5) (6,0,0) (S)**  
**Business English and Communications**

This course will train students in grammar, spelling, punctuation, correct word usage, proofreading skills and business writing.

**OTEC 115 (3) (4,0,0) (F,S)**  
**Business Systems and Procedures**

This course will review basic math skills and train students to correctly compute and accurately maintain business records.

**OTEC 117 (3) (4,0,0) (F,S)**  
**Accounting Procedures I**

This course introduces students to the theory of accounting and to tasks performed in the basic accounting cycle. Emphasis is placed on correct analysis, accuracy, and thoroughness as well as on independent decision making.



**OTEC 123 (4.5) (6,2,0) (S)**  
**Word Processing Procedures**

This course will instruct students in the theory and practical applications of a word processing program. This course will also build keyboarding speed and accuracy skills.

**OTEC 140 (1.5) (2,0,0) (S,Su)**  
**Accounting Administrative Procedures**

Through simulations, students will learn accounting administrative procedures for accounts payable, accounts receivable, payroll, and bank reconciliations.

**OTEC 143 (6) (8,2,0) (F)**  
**Introduction to Microcomputer Applications**

To introduce students to some of the theoretical aspects of microcomputers, hardware and software, theory and practice of word processing, and correct keyboarding techniques to increase speed and accuracy on a micro-computer.

**OTEC 144 (4.5) (6,2,0) (S)**  
**Microcomputer Applications**

*Prerequisites:* OTEC 143 or equivalent.

This course provides students with an overview of technological advances in office automation, the use of database and spreadsheet microcomputer applications.

**OTEC 146 (6) (8,2,0) (F)**  
**Microcomputer Applications I**

This course will train students in the theory and practical applications of a word processing software program and a database program. This course will also build keyboarding speed and accuracy skills.

**OTEC 147 (4.5) (6,2,0) (S)**  
**Microcomputer Applications II**

*Prerequisites:* OTEC 146 or equivalent.

Students will become proficient in the use of a word processing windows program. Students will also be introduced to spreadsheet programs for both DOS and window environments. This course will introduce students to technological developments and advances in office automation.

**OTEC 148 (3) (4,0,0) (S)**  
**Administrative Applications**

Students will apply their knowledge of records control, time management, and other administrative procedures to office simulations. This course will provide reinforcement of procedures used in word processing by

producing complex documents which require formatting, computer software operations, and language skill decisions.

**OTEC 149 (3) (4,0,0) (S)**  
**Microcomputer Math and Business Applications**

The students will review the math functions related to spreadsheets. In addition, the students will become proficient users of spreadsheets in both DOS and window environments. Students will also receive an overview of technological advances in office automation.

**OTEC 150 (3) (4,0,0) (S)**  
**Administrative and Business Procedures**

This course will introduce students to the basic office administrative procedures associated with the modern business office. The students will develop the skills to correctly compute and accurately maintain business records.

**OTEC 211 (3) (4,0,0) (S)**  
**Business Writing**

*Prerequisite:* OTEC 111 or equivalent.

This course utilizes the computer to improve the student's quality of grammar, spelling, and word usage, and to develop and/or improve composition skills.

**OTEC 212 (3) (4,0,0) (S)**  
**Business English II**

*Prerequisite:* OTEC 111 or equivalent.

This course utilizes the computer to assist students in developing/improving their letter and memo writing skills. Emphasis will be placed on sentence and paragraph structure and composition skills.

**OTEC 215 (3) (4,0,0) (Su)**  
**Computerized Accounting**

*Prerequisite:* OTEC 117 or equivalent.

This course is designed to instruct the student in the use of the accounting application program, ACCPAC, for entering, storing and retrieving records, and producing standard financial reports.

**OTEC 217 (3) (4,4,0) (S,Su)**  
**Accounting Procedures II**

*Prerequisite:* OTEC 117 with a minimum of a "B" grade or permission of the instructor.

This course is a continuation of OTEC 117 with emphasis on accounting systems and procedures.

Business simulations are used extensively throughout the course.

**OTEC 218 (1.5) (2,2,0) (S,Su)**  
**Accounting - Comprehensive Project**

Students will continue the study of the accounting fundamentals begun in OTEC 117 and 217. Emphasis will be placed on the application of these fundamentals to a comprehensive simulated business situation representative of those encountered in business.

**OTEC 219 (4.5) (6,0,0) (Su)**  
**Microcomputer Accounting**

*Prerequisite:* OTEC 117 or equivalent.

A hands-on course to develop proficiency in the use of ACCPAC for completing accounting procedures, including accounts receivable, accounts payable, payroll, general ledger, and inventory control.

**OTEC 233 (3) (4,2,0) (Su)**  
**Document Design**

*Prerequisites:* OTEC 146 and OTEC 147 or equivalents.

Students will use the graphics capabilities of desktop publishing to enhance the appearance of letterheads, reports, tables, brochures, news releases, etc.

**OTEC 234 (3) (4,2,0) (Su)**  
**Introduction to Networks**

*Prerequisites:* OTEC 146 and 147 or OTEC 146 and 149, or equivalents.

Students will learn how a network operates, how to research information from bulletin boards, and some basic troubleshooting techniques.

**OTEC 235 (1.5) (2,0,0) (S)**  
**Document Transcription**

*Prerequisites:* OTEC 111 and OTEC 146 or equivalents.

The development of transcription skills to produce mailable correspondence using microcomputers. Spelling, punctuation, and grammar will be reviewed.

**OTEC 245 (1.5) (2,0,0) (S)**  
**Introductory Microcomputer Applications**

Students will learn to use spreadsheets for specialized office procedures including the creation of forms, reports, and spreadsheets.

**OTEC 251 (1.5) (2,0,0) (S)**  
**Interpersonal Skills**

This course will provide students with an understanding of interpersonal communication techniques that can positively influence job performance. Students will practice in-person and telephone responding, customer service and issue resolution skills in a supportive environment.

**OTEC 252 (3) (4,0,0) (S)**  
**Organizational Behaviour**

This course will provide students with an understanding of interpersonal communication techniques that can positively influence performance on the job. This course will also identify the positive administrative and supervisory skills that program graduates will need as they wish to assume additional career responsibility in the future.

**OTEC 253 (1.5) (2,0,0) (Su)**  
**Human Resource Management Skills**

This course describes the key activities of a human resources department. An HR assistant requires the ability to help employees with personnel issues. Problem solving, staff training, and interviewing are some of the employee relations skills that will be examined.

**OTEC 300 (1.5) (2,0,70) (S,Su)**  
**Directed Work Experience I**

This course involves both lectures on job search techniques and resume preparation. In addition, at least a 30-hour work practicum must be completed in an industry placement related to the student's program of study.

**PADM 200 (3) (3,0,1) (F,S)**  
**Local Government Administration in B.C.**

*Prerequisite:* Current employment in a Municipality, First Nations Government, Regional District, Improvement District or Supporting Agency, and permission of the instructor.

This course will include discussion of the structures and administration of local governments, as well as current issues in local governance. Topics include: the history and purposes of local government; how local governments are organized and administered, their powers and limitations; issues of sustainability; relations with aboriginal governments; and issues of public participation such as interest group lobbying and public consultation.



**PADM 201 (3) (3,0,1) (F,S)**  
**Local Government Services in B.C.**

*Prerequisite:* Current employment in a Municipality, First Nations Government, Regional District, Improvement District or Supporting Agency and permission of the instructor.

This course will examine the services that municipalities provide to their citizens in British Columbia. Services to be discussed include: Public Works, Protective Services including Fire and Police, Regulatory Services, Water and Sewer Services, Refuse Collection and Solid Waste disposal, Recreation and Cultural Services, Environmental Protection Services, and Health Services.

**PADM 202 (3) (3,0,1) (F or S)**  
**Municipal Finance in B.C.**

*Prerequisite:* Current employment in a Municipality, First Nations Government, Regional District, Improvement District or Supporting Agency, and permission of the instructor.

This course will examine the practices and issues of Municipal Finance in British Columbia and will include discussion of the Municipal Act as it pertains to Financial Administration; the role of provincial government in Financial Administration, the role of the Municipal Finance Authority; the Finance Function at the Municipal/Regional levels; Accounting and Financial controls in Municipalities and Regional Districts; The Financial Planning Process including Short Term Budgets and Long Term Financial Planning; Financing Options; General Accounting/Treasury Functions; Assessment, Taxation, Collection.

**PADM 203 (3) (3,0,1) (F,S)**  
**Municipal Law in British Columbia**

*Prerequisite:* Current employment in a Municipality, First Nations Government, Regional District, Improvement District or Supporting Agency, and permission of the instructor.

This course focuses on legal principles pertaining to municipal government, with particular emphasis on its status, functions, and legal powers and constraints. It will also introduce the principles of administrative law, how legislation is created, and the powers and duties of administrative agencies.

**PCAD 013 (3.0) (4,0,2) (F)**  
**Introduction to Physical Disabilities Concepts**

Students learn the theoretical basis for the procedures needed by the Personal Care Attendant working with physically disabled clients of all ages. The procedures

include the principles of body mechanics, medical asepsis, disabling conditions and their functional limitations. Both course content and assignments are integrated with lab and practicum placements in PCAD 019 and PCAD 039.

**PCAD 014 (1.5) (2,0,1) (F)**  
**Ethics and Values in Health Care**

In this course the student develops the knowledge and skills required to fill the role of a Personal Care Attendant in a professional, ethical and caring manner to ensure that people with disabilities are valued.

This course assists students to respect differences, demonstrate effective communication skills and understand the principles of normalization, and integration.

**PCAD 019 (1.5) (0,4,11) (F)**  
**Applied Theory - Practicum I**

The first part of the practicum course is a series of field trips designed to increase the student's awareness of community resources. In the second part of the course students spend two weeks in a practicum placement arranged by the College. A clinical instructor visits and observes the student working in the practicum setting. Assignments are integrated with the lab instruction and course work in PCAD 013.

**PCAD 022 (1.5) (2,0,1) (F)**  
**Human Relations II**

This is the second course in human relations, in which the student continues to develop knowledge, skills and values related to the needs of clients with disabilities.

Students explore behaviour, learning strategies, gentle teaching, IEP/IPP and community integration.

**PCAD 023 (1.5) (2,0,1) (S)**  
**Growth and Development**

This course is designed to introduce students to the major changes which occur in normal and abnormal development. The learner identifies basic developmental human needs, disabling conditions and techniques to empower people with mental handicaps and cognitive disorders.

Course content includes role of the family, sexuality, abuse and resources for support.

**PCAD 024 (3.0) (4,0,2) (S)**  
**Advanced Physical Disabilities Concepts**

This is a continuation of PCAD 013. Students learn the theoretical basis of advanced procedures essential to the role of the Personal Care Attendant. The course

content is also integrated with lab and practicum placements in PCAD 029 and PCAD 039.

**PCAD 029 (6.0) (0,35,0) (S)**  
**Applied Theory: Practicum II**

The student spends seven weeks in three different practicum settings arranged by the College. A clinical instructor visits and observes the student while on practicum. Assignments are integrated with lab instruction and course work in PCAD 024 AND 059.

**PCAD 049 (2.0) (0,4,2) (F)**  
**Applied Theory: Lab for Personal Assistants I**

This course exposes students through simulations and paper problems/case histories to the functional limitation of medical and physical conditions that may be encountered working as a personal attendant. Students demonstrate and practice skills that they need to work with clients who have a physical disability.

**PCAD 059 (1.0) (0,4,2) (S)**  
**Applied Theory: Lab for Personal Assistants II**

This course enables students to integrate and apply the knowledge and skills of a personal attendant working with physically disabled clients. Students demonstrate, practice, and gain feedback on their skills. The purpose of the lab is to prepare students for working with physically disabled clients on practicum placements.

**PHIL 101 (3) (4,0,0) (F,S,Su)**  
**Introductory Philosophy: Ethics**

An introduction to ethical theory and applied ethics. The course addresses questions such as: What are the origins of conscience? Why should I be moral? Are there objective moral values? What is good for human beings? What makes right actions right and wrong actions wrong? Issues of applied ethics that may be addressed include capital punishment, abortion, assisted-suicide, civil disobedience and environmental responsibility. The emphasis of the course varies among instructors.

**PHIL 102 (3) (4,0,0) (F,S,Su)**  
**Introductory Philosophy: Knowledge and Reality**

An introduction to the part of philosophy concerned with questions about the ultimate nature of the world we live in and our knowledge of it (traditionally called Metaphysics and Epistemology). The issues discussed include: the existence and nature of God, the place of human beings in the universe, the nature of reality, human nature, human knowledge and skepticism, freedom and determinism, the relationship between

mind and body, and others. The emphasis of the course varies from instructor to instructor.

**PHIL 110 (3) (4,0,0) (F,S,Su)**  
**Critical Thinking**

An introduction to the basic rules of clear and rational thought. The student will be taught, through extensive examples, how to detect false reasoning, illegitimate appeals to emotions, inconsistencies and contradictions. The goal is to develop our logical awareness to the point that we can no longer be victimized by the rhetoric of everyday life, and can develop our own arguments with clarity and confidence.

**PHIL 120 (3) (4,0,0)**  
**Understanding Scientific Reasoning**

This course will provide students with an introduction to modern formal logic, and then utilize that skill to explore such topics as the nature and testing of scientific theories in both the natural and social sciences, the difference between causal relations and correlations, and rational decision making. Attention will be given to both the problem-solving and philosophical aspects of scientific reasoning.

There are no prerequisites, but the course is a natural continuation of PHIL 110, and will appeal especially to students who have an interest in either the natural or social sciences.

**PHIL 140 (3) (4,0,0) (F)**  
**Philosophy and Law: Introduction to Canadian Law**

A general introduction to the fundamental principles of jurisprudence and to the basic legal institutions of Canada. In addition to addressing such philosophical questions as, "What is a law?", "Is it the case that law is what legislatures say it is, or what courts say it is?", and "How do you tell whether a law is good or bad?", the course also examines the history and theory of Canadian law (including the development of the Canadian Constitution), the system of Canadian courts, and the roles of members of the legal profession. As well, consideration is given to the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation, and an introduction is provided to the fields of contract, torts, administrative and family law, as well as to the process of law reform.

**PHIL 141 (3) (4,0,0) (S)**  
**Philosophy and Law: Introduction to the Criminal Justice System**

An introduction to an analysis of theories of punishment and rehabilitation through an examination of the



operational practices of the Canadian criminal justice system. In the course of studying the structure and operations of the criminal justice system in its various stages from the moment of initial police involvement to the correctional disposition of convicted offenders, the course focuses on both theoretical and practical decision making. Theoretical concerns include: individual civil liberties in relation to police procedures, notions of evidence, sentencing theory, and current correctional strategies.

The above two courses are modelled on SFU's Criminology 131/135 and are intended for both philosophy students and those interested in pursuing further studies in the field of criminology.

**PHIL 170 (1.5) (3,0,0) (F)**  
**Critical Thinking I**

Basic concepts of critical thinking and argumentation - students examine the concepts of argument, premise, conclusion, and argument structure and develop facility in using these concepts. This course is specifically designed for Applied Information Technology program students.

**PHIL 200 (3) (4,0,0) (F)**  
**Political Philosophy**

This course provides an analysis of the rationale for political institutions and action. Some of the questions considered: Are we really obliged to obey the law? Can the law be justifiably represented as authoritative, or is the real foundation of law in the policeman's holster? Does the state have good reason for involving itself in compulsory programs of education? This is not a study in the history of political thought and every effort is made to view problems from a contemporary perspective. Open to anyone in first or second year; no prerequisites.

**PHIL 201 (3) (4,0,0) (S)**  
**Political Philosophy**

This course examines the values and assumptions behind the ideologies of liberalism, communism, meritocracy, conservatism, democratic socialism and anarchism. Topics include liberty and equality, power and authority, private rights and the public good, sovereignty, democracy and justice.

**PHIL 207 (3) (4,0,0)**  
**Business Ethics**

This course is an introduction to contemporary philosophical thinking on ethical issues in business. It covers such topics as the power of multinational corporations, bribery and extortion in international

business, the ethics of hiring practices, advertising and behaviour control, the conflict between employee loyalty and moral independence, and the responsibilities of corporations and business professionals. The course will also introduce students to a number of classical ethical theories and theories of economic justice. Open to anyone in first or second year; no prerequisites.

**PHIL 208 (3) (4,0,0)**  
**Environmental Ethics**

This course deals with ethical and political issues arising from the relationship between humans and their natural surroundings. Typical questions that will be addressed are: Do animals have rights? Is using animals for food and clothing morally wrong? Do we have an obligation to the natural environment such as an obligation to preserve species? What are our obligations to future generations? What is sustainable development? Are environmental problems fundamentally personal or are they fundamentally political and social? Open to anyone in first or second year; no prerequisites.

**PHIL 209 (3) (4,0,0)**  
**Biomedical Ethics**

This course will focus on ethical issues that arise in the health sciences, especially in medicine, but also in biology, psychology and other professions. Among the topics to be considered are abortion and reproductive technology; euthanasia; paternalism and autonomy; resource allocation; involuntary hospitalization and behaviour control. All moral problems will be examined from both an applied and theoretical point of view. Open to anyone in first or second year; no prerequisites.

**PHIL 210 (3) (4,0,0) (F)**  
**Metaphysics and Epistemology I**

*Prerequisite:* At least one Philosophy course or permission of the instructor.

An introduction to some of the traditional problems of metaphysics and epistemology. Some of the questions considered are: Does God exist? What is the relationship between faith and reason? Does free will exist? Is sense perception a reliable source of knowledge? What is the nature of causality? Is materialism true? What is the nature of mind? What is the relationship between mind and body? What is the scientific method? While this is not a course in the history of philosophy, it will cover many of the classical attempts to answer these questions.

**PHIL 211 (3) (4,0,0) (S)**  
**Metaphysics and Epistemology II**

*Prerequisite:* PHIL 210 or permission of instructor.

A continuation of PHIL 210.

**PHIL 220 (3) (4,0,0) (F)**  
**Philosophy in Literature**

An examination of the lively relationship between philosophy and literature. Philosophical theories will be approached and discussed via literary work which either embodies the theories or grounds them in human experience. Textual sources will range from the classical Greek plays to last month's best seller. Open to anyone in first or second year; no prerequisites.

**PHIL 221 (3) (4,0,0)**  
**Existentialism in Literature**

This course is, in spirit, a continuation of PHIL 220, but it is centred on the Philosophy of Existentialism in literature. There will be an introductory set of lectures on Existentialism as a philosophy. Textual sources will range from Dostoyevsky's "Notes from the Underground" to Sartre's "Nausea." Open to anyone in first or second year; no prerequisites.

**PHIL 222 (3) (4,0,0) (S)**  
**Philosophy of Culture (Aesthetics)**

An introduction to philosophical analysis of cultural works. The course will provide an exploration of aesthetic theory, examining both traditional works of art as well as contemporary cultural productions in a variety of media. One of the objectives of the course is to make sense of what a society is "saying" through its popular culture. Open to anyone in first or second year; no prerequisites.

**PHIL 240 (3) (4,0,0)**  
**Philosophy and Gender Relations**

Founded on a wide range of philosophical readings, this course will focus on questions such as: What is the good life and its relation to intimacy and family? What is the good person? Are there different models for different genders? What constitutes a good relationship? How important are mutuality, respect, affection, sex, and interdependence to such a relationship? What counts as equality/equity? How should the answers to such questions influence our views on such social issues as affirmative action, prostitution and pornography?

The impact of "Women's Liberation" and the "Men's Movement" will be discussed, as will varying suggestions for overcoming the "gender gap". This course should be of interest to men and women equally;

indeed, it is assumed that the quality of class discussion will be a function of the degree to which the perspectives of both genders are well represented. Open to anyone in first or second year.

**PHYS 104 (3) (4,2,0) (S)**  
**Principles of Physics**

*Prerequisite:* No physics prerequisite. Math 12 or BMTH 046 or MATH 105. MATH 105 may be taken concurrently.

This course serves as an introduction to physics for students with little or no background in the subject. Topics include mechanics, energy, geometrical optics and heat.

**PHYS 108 (4.5) (6,2,0) (F)**  
**Basic Physics**

*Prerequisite:* Math 12 or BMTH 046 or MATH 105.  
*Corequisite:* MATH 110 or 116/117.

The course covers the material of PHYS 110, together with those topics from high school physics needed by a student with no previous background in physics. A student passing this course should be able to enter PHYS 111 in the Spring.

**PHYS 110 (3) (4,2,0) (F)**  
**General Physics I**

*Prerequisite:* Physics 11 or BPHY 042.  
*Corequisite:* MATH 110 or 116/117.

A survey of mechanics covering vectors, statics, kinematics, dynamics, energy, momentum, rotation, gravitation, vibration, and special relativity.

**PHYS 111 (3) (4,2,0) (S)**  
**General Physics II**

*Prerequisite:* At least a "C-" in either PHYS 110 or 108 or 114; and MATH 110 or 116/117.  
*Corequisite:* MATH 111 or 126/127.

Any student who has attempted PHYS 111 within the last year will not be allowed to register without the instructor's permission.

Electricity and magnetism, waves, physical optics, sound, and atomic and nuclear physics.

**PHYS 114 (3) (4,2,0) (F,S)**  
**Fundamental Physics I**

*Prerequisite:* Physics 12 or BPHY 042 or PHYS 104.  
*Corequisite:* MATH 110 or 116/117.

A survey of mechanics covering vectors, kinematics, dynamics, energy, momentum, rotation, gravitation, vibration, waves and special relativity.



This course, together with PHYS 115, is particularly suitable for students going into the physical sciences or engineering.

**PHYS 115 (3) (4,2,0) (S)**  
**Fundamental Physics II**

*Prerequisite:* At least a "C-" in PHYS 114 or with the permission of the instructor.

*Corequisite:* MATH 11 or 126/127.

Electricity and magnetism, AC circuits, physical optics, sound, and atomic and nuclear physics.

**PHYS 116 (3) (4,0,0) (S)**  
**Fundamental Physics III**

*Note:* This course is intended for Engineering program students transferring to UBC.

*Prerequisite:* At least a "C-" in PHYS 114, or with permission of instructor, PHYS 108 or 110.

*Corequisites:* PHYS 115 and MATH 111 or 126/127.

Statics of particles, force-couple systems and rigid body statics. Extension of principles from PHYS 114 and application to practical and more advanced problems. Thermometry, thermal properties of matter, heat. Geometrical optics.

The Physics Department offers a full second-year university transfer program in physics. Students planning to continue in a physics program at university may wish to consult with a Physics instructor.

**PHYS 200 (3) (4,0,0) (F)**  
**Thermal Physics and Waves**

*Prerequisite:* At least a "C-" in either PHYS 111 or 115; and MATH 111 or 126/127.

*Corequisite:* MATH 230.

Temperature, heat, the zeroth, first, second and third laws of thermodynamics, kinetic theory, and a mathematical treatment of waves.

This course, together with PHYS 201, 210, 211, 218 and 222 is required for students majoring in physics.

**PHYS 201 (3) (4,0,0) (S)**  
**Electricity and Magnetism**

*Prerequisite:* At least a "C-" in PHYS 111 or 115; MATH 230.

*Corequisite:* PHYS 211, MATH 231 (recommended).

The study of electric and magnetic fields; DC and AC circuits; LR, RC, LRC circuits; resonance; Maxwell's Equations, Fourier Analysis and electromagnetic waves.

**PHYS 210 (1) (0,3,0) (F)**  
**Physics Laboratory I**

*Corequisite:* PHYS 218.

A weekly three-hour lab in mathematical methods, thermodynamics, electrical measurements and mechanics.

**PHYS 211 (1) (0,3,0) (S)**  
**Physics Laboratory II**

*Prerequisite:* As for PHYS 201, which must be taken concurrently.

A weekly three-hour lab in electricity and magnetism, electronics and mechanics.

**PHYS 218 (3) (4,0,0) (F)**  
**Computational Physics**

*Prerequisite:* At least a C- in either PHYS 111 or 115; and MATH 111 or 126/127.

*Corequisite:* PHYS 210, MATH 200, 230.

Use of computer software to solve numerical problems in physics. Applications include drag forces, the driven, damped oscillator, simulations of chaotic systems, random variables, techniques for handling digital data and signal processing.

**PHYS 222 (3) (4,0,0) (S)**  
**Mechanics**

*Prerequisite:* At least a C- in PHYS 111 or 115; MATH 200, 230.

Newtonian mechanics of particles and rigid bodies. Topics include rocket propulsion, collisions, central forces, rotating frames of reference, and rotation of rigid bodies.

**PMI. (Various Numbers) (2) (1,0,0) (F,S)**  
**Concentration Private Music Instruction**

A course designed to permit students to pursue study of his/her own music specialty. The course consists of a series of one-hour lessons.

**PMI. (Various Numbers) (1) (.5,0,0) (F,S)**  
**Secondary Private Music Instruction**

This course consists of a series of half-hour lessons on the student's secondary instrument.

*Note:* To enrol in any PMI. courses students must receive written permission from the program Coordinator.

## **PMI. Lab**

This lab involves attendance at a number of concerts and is intended to broaden the musical experience of students by exposing them to performances in a variety of jazz and popular styles. Attendance is mandatory for graduation in the Jazz Studies program.

## **POL. 100 (3) (4,0,0) (F,S) Introduction to Politics and Government**

This survey course is recommended for both Political Studies majors and those students interested in discovering how politics affects their lives and how they in turn can affect politics. Students are introduced to the basic concepts of Political Theory, Comparative Politics, International Relations, Public Policy, and Canadian Government, offering Political Studies majors a firm foundation in the methods, approaches and issues inherent in the discipline. Non-majors will find the course will help them understand the local, national, and international political events which shape their world.

(This course is required for all students planning to transfer into the Political Science Department at SFU.)

## **POL. 102 (3) (4,0,0) (F,S) Comparative Government**

Throughout history, humans have organized themselves into many different types of political systems, from tribes to empires, city-states to nation-states. This course will introduce students to the wide range of political systems that exist throughout the world today, be it Asia, Africa, Europe, or the Americas. By studying these systems in detail, students will gain an appreciation for how political behaviour varies throughout the world, as well as develop a better critical understanding of their own.

## **POL. 104 (3) (4,0,0) (F,S) Canadian Government**

This course introduces students to the formal institutional structures and processes of Canadian government and politics. Topics to be explored will include political culture, the constitution, federalism, Quebec sovereignty and Aboriginal self-government and an examination of the institutions of government, political parties and their impact on the quality of Canada's parliamentary democracy. Regardless of career goals or preferred disciplines, all students will benefit from an exposure to the politics of their immediate society.

## **POL. 110 (3) (4,0,0) (F,S) An Introduction to Western Political Thought - Plato to The Reformation**

An introductory examination of the tradition of Western political thought from the Ancient Greeks to the emergence of the Nation State. The significance and contributions of Plato, Aristotle, the medieval thinkers, and Machiavelli concerning fundamental questions about the relationship between the individual and the state will be explored from an historical and philosophical perspective. This course is of particular relevance to those in the Humanities - literature, drama, fine arts, philosophy - as the shared themes provide for an interesting comprehensive analysis of Western Civilization.

## **POL. 111 (3) (4,0,0) (F,S) Contemporary Ideologies**

This course explores the historical development of the commonly recognized ideologies of the modern era: Liberalism, Conservatism, Anarchism, Marxism, Fascism and Social Democracy. These underlying political ideas will provide the backdrop for a critical discussion of the more recent ideological formations such as Feminism, Ecologism, Nationalism and the different movements associated with religious fundamentalism. Students will be encouraged to think critically about the role and impact of political ideas in the world in which they live.

## **POL. 201 (3) (4,0,0) (F,S) International Relations**

Global warming, the debt crisis, child poverty, militarism, human rights violations, civil, regional and global war - what are the causes of these international problems and what are the possible solutions? Students who take this course will examine these and many other international issues in detail. In short, International Relations is for those students wishing to explore events - and the explanations for those events - in a global system so much in flux since the collapse of the Cold War and the rise of the global division of labour.

## **POL. 202 (3) (4,0,0) (S) Government and Politics of British Columbia**

This course will provide an understanding of the political institutions, dynamics, and socio-economic processes of the provincial, regional, and municipal governments in B.C. Specifically, it is intended to familiarize students with the activities of political parties and government institutions in B.C. It is designed to develop students' skills in critically analyzing the B.C. political process from several



methodological perspectives within the discipline of political studies.

**POL. 203 (3) (4,0,0) (F,S)**  
**International Organizations**

More and more these days, international organizations are no longer content with playing bit parts on the world stage. Be it the UN in Cambodia, NATO in the former Yugoslavia, Greenpeace on the high seas, or the increased power of regional organizations like the European Union, ASEAN, and the OAS, international organizations seem to be challenging the sovereignty of nation-states at every turn. But are international organizations really taking on a life of their own? Are new forms of organization at the international level (such as international law or economic regimes) really taking root? Or is the state-centric system destined to continue as it has since 1648? These are some of the issues explored in this, the complementary course to International Relations.

**POL. 204 (3) (4,0,0) (F,S)**  
**Canadian Public Policy**

*Prerequisites:* POL. 100 or 104 recommended.

The centre of the political process of any society is the creation of public policy. How governments arrive at and select policies from the various competing demands placed upon them - in the areas of health, education, environment, economic development, immigration etc. - is the focus of this course. Students are introduced to the basic concepts and theories associated with the making of public policy as well as an analysis of the processes by which policy is defined, addressed and implemented.

**POL. 206 (3) (4,0,0) (F)**  
**Scope and Methods of Political Analysis**

This course introduces the student to the variety of approaches and tools available to those studying politics. Students will become familiar with the nature of and debates inherent to contemporary political studies, as well as the strengths and weaknesses of the various methods employed by students of politics. By developing their own research project, students will struggle first-hand with the issues central to all types of social science research: selecting from alternative models of explanation, attempting to isolate variables, and dealing with questions of cause and effect to name but a few. Students may have the opportunity to develop and work on a proto-type political studies journal as well. **Not offered in 1998/99.**

**POL. 207 (3) (4,0,0) (S)**  
**Selected Issues in Contemporary Social and Political Theory**

*Prerequisite:* POL. 111. This course transfers as a 300 level course at SFU.

Current themes and controversies in contemporary social and political thought is the subject of this course. Topics will shift from term to term to reflect either important issues or individual theorist's contributions to contemporary society. Areas of interest might include, for example, the role of the state in late capitalist societies, the significance of the Frankfurt School, the contradictions of the welfare state, the current debates in democratic theory, the role and place of "new" social movements in contemporary society, an examination of the meaning of liberty in complex societies, the renewal of nationalism, the place of religion (Islamic fundamentalism), the persistence of violence in civil society. Alternatively, or in conjunction with these themes, students will develop a thorough analysis of a particular theorist: for example, Arendt, Gramsci, Marcuse, Foucault, Habermas, Offe, Williams, Rawls, Pateman, Gorz and Melucci to name a few.

**PPMI ( various numbers ) (3) (1.5,0,0) (F,S)**  
**Concentration Private Music Instruction for Performance Majors**

A course designed to permit students in the Performance Majors to pursue in-depth study of his/her own music specialty. The course consists of a series of one and one-half hour lessons or equivalent.

**PSYC 100 (3) (4,0,0) (F,S)**  
**Introduction to Psychology**

A course designed to introduce the beginning psychology student to some of the major concepts and approaches necessary to an understanding of human behaviour from a psychological perspective. Learning, development, and other selected issues are included.

**PSYC 101 (3) (4,0,0) (F,S)**  
**Theories of Behaviour**

*Prerequisite:* PSYC 100.

A course for those students who desire a complete survey of the basic areas of psychology (when combined with PSYC 100), before proceeding to an in-depth study of particular areas. Course content will cover research methodology and the remainder of introductory topics not addressed in PSYC 100.

**PSYC 200 (3) (4,0,0) (F,S)**  
**Social Psychology**

*Prerequisite:* PSYC 100; PSYC 101 recommended.

A study of the dynamics and effects of social influences on individual human behaviour. The course looks at such topics as attitudes and attitude changes, social beliefs, roles, conformity, group processes, prejudice, interpersonal attraction and psychological effects of the physical environment.

**PSYC 201 (3) (4,0,0) (F,S)**  
**Group Dynamics**

*Prerequisite:* PSYC 100 and 101.

A study of the behaviour of individuals in social groups and institutions, such as friendship groups, work groups, and families. This course provides an intellectual and experiential approach to small group theory and allows the student to practice constructive interpersonal skills in a supportive, small group setting.

**PSYC 203 (3) (4,0,0) (S)**  
**History of Psychology**

*Prerequisite:* PSYC 100; PSYC 101 recommended.

This course will examine the development of psychological thought to gain a critical understanding of contemporary psychology. Issues will range from the mind-body problem, and the nature of science, to an analysis of historical and contemporary schools in psychology.

**PSYC 204 (3) (4,0,0) (S)**  
**Developmental Psychology**

*Prerequisite:* PSYC 100; PSYC 101 recommended.

A study of the child's development from infancy to adolescence, including the development of social behaviour, personality, language and cognitive processes. Students will be encouraged to do research projects and observations.

**PSYC 205 (3) (4,0,0) (F)**  
**The Psychology of Aging**

*Prerequisite:* PSYC 100 and 101.

A course dealing with the psychological development of the individual from early adulthood to death, with emphasis on intellectual and personality changes, and the social context of aging. As well as being exposed to basic research in the area, students will be encouraged to develop an empathic understanding of the aging process through such means as community projects.

**PSYC 206 (3) (4,0,0) (F)**  
**Adolescent Psychology**

*Prerequisite:* PSYC 100 and 101.

This course examines the biological, cognitive and social transitions of adolescence and how they affect such developmental areas as identity, autonomy, intimacy, sexuality and achievement. As well as being exposed to basic research in the area, students will be encouraged to explore their own identity development through group research.

**PSYC 212 (3) (4,0,0) (F or S)**  
**Research Methods in Psychology**

*Prerequisite:* PSYC 100 and 101.

A course for students who intend to major in one of the social sciences; psychology majors should take this course and PSYC 213. This course will introduce the student to current research methods in major areas of psychology. Students should understand the principles of research methodology, and be able to evaluate, design and conduct research in psychology.

**PSYC 213 (3) (4,0,0) (F or S)**  
**Statistical Methods in Psychology**

*Prerequisite:* Math 12 or equivalent, PSYC 100, 101. PSYC 212 recommended.

A course recommended for psychology majors. This course deals with descriptive and inferential statistics as applied in psychology. These will be considered as they are used in psychological research.

**PSYC 220 (3) (4,0,0) (S)**  
**Theory of Personality**

*Prerequisite:* PSYC 100; PSYC 101 recommended.

This course will examine theories of personality from Freud and Feminist revisions to Humanistic approaches, including an Eastern tradition. Included will be a consideration of the historical/cultural development of the theory, what the theory says about the development, structure and dynamics of personality and examples of empirical research.

**PSYC 222 (3) (4,0,0) (F,S)**  
**Abnormal Psychology**

*Prerequisite:* PSYC 100 and 101.

A study of the various models and perspectives for viewing patterns and treatment of abnormal behaviour. Included will be an examination of the research as to how the medical model, behaviouristic school, humanistic school, psychoanalytic school, cognitive school and biological school view normal and abnormal



behaviour. This course will also focus on the historical and contemporary approaches to treatment.

**PSYC 225 (3) (4,0,0) (S)**  
**Biopsychology of Behaviour**

*Prerequisite:* PSYC 100 and 101.

This course will expand on material introduced in introductory psychology dealing with the biological basis of behaviour. Students will examine functions of the nervous system, as well as studying brain anatomy and brain chemistry in relation to both normal and pathological behaviour. As well, students will discuss mind-body issues and develop an understanding of broader ethical and other issues in neuroscience.

**PSYC 230 (3) (4,0,0) (F or S)**  
**Cognitive Psychology**

*Prerequisite:* PSYC 100 and 101.

This course will address many of the issues relating to the thinking processes. Research into memory, problem solving, creativity and artificial intelligence will be examined, as well as experiments in social cognition and cognition across the lifespan.

**RCAP 100 (1.5) (2,0,1) (F,S)**  
**Health: Lifestyle and Choices**

This course is an introduction to the concept of health and the concepts of a health enhancing lifestyle. Students reflect on their own experiences of health, challenges and resources that may effect their lifestyle choices, and consequently, their health.

**RCAP 101 (3.0) (4,0,2) (F,S)**  
**Health and Healings: Concepts for Practice**

This course provides a theoretical framework for practice. Students examine significant philosophical beliefs and theoretical, psychological and physiological understandings of competent practice.

**RCAP 102 (1.5) (2,0,1) (F,S)**  
**Human Relations: Interpersonal Communications**

This course focuses on the development of self awareness and increased understanding of others. Students explore basic communication concepts and practical skills which contribute to effective interpersonal relationships.

**RCAP 110 (1.0) (2,0,1) (F,S)**  
**Work Role Concepts in Resident Care**

This course introduces students to the health care system including the roles and responsibilities of the

resident care and personal care attendants within the health care system.

**RCAP 111 (7.0) (2,4,14) (F,S)**  
**Applied Theory: Lab Practicum and Clinical in Resident Care**

In this practical course students learn the basic personal and clinical skills required by the resident care attendant in intermediate and extended care facilities. Students spend one day a week in the College health lab learning the practical skills needed to work with continuing care residents. The first part of the course is a series of field trips designed to increase students' awareness of community facilities. In the second part of the course, the students spend two weeks in an intermediate care facility. In the last part of the course, the students spend two days a week in an extended care unit placement, supervised by a clinical instructor. Assignments are integrated with the lab instruction and course work.

All practicum and clinical placements are arranged by the college.

**RCAP 112 (3.0) (2,0,1) (F,S)**  
**Special Needs in Resident Care**

This course builds upon content in the other RCA courses, to help students to understand concepts and approaches which apply to the care of residents experiencing changes in mental functioning.

**RCAP 113 (4.0) (0,35,0) (S,Su\*)**  
**Applied Theory: Clinical Practice in Resident Care**

This four-week practical course provides an opportunity to apply the caring philosophy with older adults in an intermediate and/or extended care facility. Select, supervised experiences will emphasize the application and integration of knowledge and skills learned in other courses.

The final two weeks of the course provide an opportunity for the student to become better prepared to take on the role of the Resident Care Attendant. Opportunities will be provided for the learner to gain increased self confidence in the work setting and to become socialized as a member of the health care team.

**REC. 143 (3) (3,0) (F)**  
**Outdoor Recreation Delivery Systems**

An introduction to various outdoor recreation delivery systems in British Columbia, the past and present issues influencing and affecting their direction, and their career opportunities. The course will examine the

inter-relationships of the various delivery systems, including the role of government.

**REC. 144 (3) (3,3) (S)**  
**Outdoor Recreation Program Planning**

Topics will include: philosophy of programming, concepts of planning, community interests inventory, the relationship of programming to customer service.

**REC. 151 (3) (3,3) (S)**  
**The Outdoor Environment**

Weather and climate and the impact of weather on outdoor recreation activities. Mountain weather and personal forecasting will be examined using field work.

**REC. 152 (3) (3,3) (F)**  
**Environmental Stewardship I**

An examination of the role of the outdoor recreation professional in environmental stewardship. Topics include: conservation issues, environmental ethics, policy and planning and sustainability. The course will include field work.

**REC. 153 (3) (3,0) (S)**  
**Leisure Issues**

Work and leisure in the human life cycle, adolescence, aging, special needs and leisure, cultural variations in leisure, leisure-related social problems, lifestyle-based variation in work and leisure, factors in lifestyle choice, consumerism and outdoor recreation, sociological perspectives on present and future trends.

**REC. 156 (3) (3,3) (F)**  
**Introduction to Environmental Studies**

An introduction to ecological principles and their application to environmental issues. Local ecosystems and their indicator species will be examined through field work.

**REC. 157 (3) (3,0) (F)**  
**Applied Field Skills**

Develops skills, knowledge and attitudes in overland travel, outdoor living, navigation and trip planning in a temperate climate.

**REC. 163 (3) (3,0) (F)**  
**Wilderness First Aid I**

Designed to meet the needs of the outdoor recreation leader or professional whose work takes them into isolated environments. Outdoor practical sessions play a large part in the delivery of the course content which addresses basic life support techniques, situation and

patient assessment, recognition and treatment of injuries, medical emergencies, and environmental emergencies.

**REC. 169 (3) (3,0) (F)**  
**Landscape Interpretation**

Interpretation of mountain environments, local geology and landforms. The course will include field work.

**REC. 178 (3) (3,0) (F)**  
**Human Relations in Recreation**

This course focuses on leadership, motivation, communications and group dynamics. It also deals with human resource development including employee recruitment, selection, training and development, and performance appraisal.

**REC. 252 (3) (3,3) (F)**  
**Environmental Stewardship II**

An examination of environmental stewardship concepts and issues, and the development of nature interpretation skills. This course will include a field trip.

**REC. 255 (9) (9,0,0) (S)**  
**Outdoor Recreation Practicum**

The practicum is designed to integrate classroom theory with working experience in the field. Students will arrange with the faculty liaison person to spend three and one-half months in an acceptable agency placement and will be responsible to a specific agency supervisor. Students will be provided with terms of reference for the practicum experience. Student work performance and potential will be evaluated by the faculty liaison person and agency supervisor, and students will make a major presentation to the department at the conclusion of the practicum.

**RMCP 155 (3) (3,0,1) (S)**  
**Retail Event Management**

The emphasis in this course will be to learn how to promote and produce a major event such as a trade show. This course will involve the planning, execution and promotion of such a retail event.

**RMCP 164 (3) (3,0,1) (F)**  
**Creative Retail Strategies**

This course is the creative component in the Retail Marketing program. Students will learn visual marketing, colour and design, retail store design, and a full range of merchandising skills. They will relate product and placement within a store environment and learn to develop comprehensive display strategies.



**RMCP 172 (3) (3,0,1) (F)**  
**Retail Technology/Store Management I**

*Retail Technology* is the introductory segment to Store Management I. This course provides the student with a working knowledge of cash register systems and point of sale terminals as well as the latest in Interac technology.

*Store Management I* is a practical application to retail marketing. Students will be entirely responsible for operating the student store. The students act as store managers. They will do buying, display, promotion, accounting, scheduling and all those managerial skills involved in operating a successful retail store.

**RMCP 173 (3) (3,0,1) (S)**  
**Retail Finance/Store Management II**

*Prerequisite:* RMCP 172

A continuation of Store Management I. This extension of the Store Management course exposes the student to daily systems analysis, banking procedures, monthly accounting practices and money management in a practical setting.

The students will be responsible for making financial decisions as well as buying and promotional decisions for the student store.

**RMCP 181 (3) (3,0,1) (S)**  
**Strategic Retail Buying**

This course teaches the students to access their target and primary markets and to develop a strategy to enable them to be successful retail buyers.

The retail buying component involves teaching the student to buy for department stores, chain stores, regional chain operations, and independent retail stores. What to buy, when to buy, from whom to buy, and how much to buy will all be covered in this course.

**RMCP 190 (3) (F)**  
**Fall Co-op Work Placement (Dec., Jan.)**

Students will gain direct practical work experience through a paid co-op placement with an employer that is part of our Retail Registry. During December and January the student will work some 200 hours in a business related to their preferred area of retailing, merchandising or marketing. A faculty member will oversee this three credit course and both employers and the co-op employees will complete written reports. Students will return to their full-time studies at the end of the co-op placement.

**SART 150 (3) (4,0,0) (F)**  
**Drawing I**

An investigation of the conceptual, technical and perceptual aspects of the drawing process through a wide variety of methods, materials and stimuli. Design elements are a major component of this course. Experiences in current approaches and concerns, including representational, interpretive and experimental drawings in assorted media. Emphasis will be on developing the student's confidence, knowledge, graphic sensitivity and control of media. Specifics to this course will be: study of design elements (line, tone etc.), media investigation, perspective, structural analysis (of natural form), life study.

**SART 151 (3) (4,0,0) (S)**  
**Drawing II**

*Prerequisite:* SART 150.

A continuation of SART 150, with the inclusion of the following specifics: composition and further design exploration, colour, collage and image development. An emphasis is placed on balance between control and expression.

**SART 163 (3) (4,3,0) (F)**  
**Three-Dimensional Studies: Ceramic Art I**

An introduction to the use of clay as an expressive medium. Hand construction and wheel forming will be presented as well as glazing, firing and clay body technology. Design, history and conceptual theory will be reviewed as it relates to the ceramic object and to general art applications.

**SART 165 (3) (4,3,0) (S)**  
**Three-Dimensional Studies: Ceramic Art II**

*Prerequisite:* SART 163.

A continuation of SART 163 with greater emphasis on personal development. Casting, mould making, glaze preparation and application and firing technology will be fundamental aspects of this course. Contemporary applications of ceramics will be explored.

**SART 167 (3) (4,3,0) (F)**  
**Three-Dimensional Studies: Sculpture I**

An introduction to three-dimensional work as a means of expression, communication and discovery. Some basic sculptural techniques and materials will be explored; these will include: wood assemblage, clay modelling, mould making and casting.

Sculptural content and subject matter will be considered in the context of the student's own work. An

examination of historical sculpture developments will be a feature of the class; however, the emphasis will be upon developing an understanding of contemporary sculptural concerns.

**SART 171 (3) (4,0,0) (F)**  
**Two-Dimensional Studies: Painting I**

Through a combination of assigned studio work, personal research projects and an introduction to recent and current trends in the visual arts, students will gain an understanding of how both abstract and concrete concerns may be expressed in terms of imagery and through a variety of methods and materials. Participants will learn about the dimensions of colour and how to effectively identify and replicate colour and form. Acrylics will be the preferred medium but students will be encouraged to investigate the characteristics and possibilities of other media according to their individual needs. Guest speakers, field trips and slide-lectures will be a feature of the course and both individual and group critiques will be conducted at regular intervals.

**SART 172 (3) (4,0,0) (S)**  
**Two-Dimensional Studies: Painting II**

*Prerequisite:* SART 171.

A continuation of SART 171 with added emphasis on developing personal areas of interest and research in addition to designated painting problems which will require students to express their ideas in multiple or mixed-media techniques of a more ambitious nature. There will be opportunities for students to relate their painting activities to other areas of study within the program and to become more responsible for determining their own priorities and goals. There will be further exposure to contemporary philosophies and activities in the visual arts.

**SART 174 (3) (4,3,0) (S)**  
**Three-Dimensional Studies: Sculpture II**

*Prerequisite:* SART 167.

A continuation of SART 167, but with the inclusion of the following materials and techniques: wood construction and jointing, steel welding, and plaster modelling.

**SART 182 (3) (4,1.5,0) (F)**  
**Two-Dimensional Studies: Printmaking I**

A foundation course for those with little or no experience. An introduction to the basic techniques of hardground, softground, drypoint and aquatint. Discussions regarding the image-making potential of printmaking and the creative processes in general will

be ongoing. Particular emphasis will be given to the relationship between printmaking and painting with the student producing a number of pieces demonstrating technical competency and creative potential. Most work will be executed in black and white.

**SART 183 (3) (4,1.5,0) (S)**  
**Two-Dimensional Studies: Printmaking II**

*Prerequisite:* SART 182.

A continuation of SART 182 with emphasis on printing procedures both in black and white and colour. The student will also be introduced to mono and relief printing methods (including lino/wood blocks and etched plates) and editioning procedures. Discussion of historical and contemporary approaches to image-making will be ongoing.

**SART 250 (3) (4,0,0) (F)**  
**Two-Dimensional Studies: Painting III**

*Prerequisite:* SART 172.

Students will be assigned painting problems relating to historically familiar genres; portrait, still life, landscape, figure and abstraction. Within these structured projects, students will be given as much freedom as possible regarding content, methods, scale etc. Students will be encouraged to re-define the painting process in terms of their own needs and priorities. Emphasis will be placed on relating work in this course to other areas of the program and to current trends in the visual arts.

**SART 255 (3) (4,0,0) (S)**  
**Two-Dimensional Studies: Painting IV**

*Prerequisite:* SART 250.

A continuation of SART 250 but with an increased need for students to define their own areas of interest and to extend their thinking in an innovative, self-challenging fashion. As in SART 250, guest speakers, field trips, slide lectures etc. will be a feature of the course. There will be a continuing stress on relating work in this course to contemporary activities in the visual arts and to other areas of the program. Experiments with images, methods and materials will be encouraged, with a view to the development of personal modes of expression. Towards the end of the course, students will be required to define their own areas of research and visual articulation as they embark on a thematically linked series of work.



**SART 257 (3) (4,3,0) (F)**  
**Three-Dimensional Studies: Sculpture III**

*Prerequisite:* SART 174.

A resumption of the investigation of ideas, materiality and form, to broaden the participant's visual, tactile and conceptual abilities. Traditional and current sculptural ideologies and techniques will be examined in the context of 20th century developments.

**SART 262 (3) (4,0,0) (F)**  
**Drawing III**

*Prerequisite:* SART 151.

Continued study of drawing as a means of discovery, expression and communication. Conceptual, perceptual and technical aspects of drawing will be examined. Specifics to this course will include advanced graphic elements, unconventional media, objective/subjective research.

**SART 263 (3) (4,0,0) (S)**  
**Drawing IV**

*Prerequisite:* SART 262.

Further study of drawing with an emphasis on the development of personal modes of expression and image transformation. Orthographic drawings comprise a small portion of the course. The work of the three previous courses will be reviewed, with the addition of perceptual exploration and portfolio presentation in the form of a small series of thematically linked work.

**SART 265 (3) (4,3,0) (S)**  
**Three-Dimensional Studies: Sculpture IV**

*Prerequisite:* SART 257.

A further study of historical and current sculptural ideologies. Assignments require individual strategies to respond to social/environmental and interactive issues. Participation in group debates and critiques will foster constructive dialogue and criticism.

**SART 273 (3) (4,3,0) (F)**  
**Three-Dimensional Studies: Ceramic Art III**

*Prerequisite:* SART 165.

Students will undertake further exploration of processes and materials, including the development of original glazes and manipulation of glaze characteristics. Students will be encouraged to explore ways to bring to ceramic art their personal expressive interests within the context of contemporary ceramic usage.

**SART 274 (3) (4,3,0) (S)**  
**Three-Dimensional Studies: Ceramic Art IV**

*Prerequisite:* SART 273.

The course will include an increased emphasis on craftsmanship and design of functional and non-functional forms. Architectural ceramic applications will be explored in greater depth. Glazes and other methods of decoration will continue to be examined.

**SART 282 (3) (4,1.5,0) (S)**  
**Two-Dimensional Studies: Printmaking III**

*Prerequisite:* SART 183.

A comprehensive study of intaglio and relief printing methods, this course is primarily designed for the advanced printmaking student. Other areas that come under consideration will include collographs, uninked embossing and the practical application of colour theory. Discussion of current directions in printmaking and their relationship to painting and sculpture will be ongoing.

**SART 283 (3) (4,1.5,0) (S)**  
**Two-Dimensional Studies: Printmaking IV**

*Prerequisite:* SART 282.

Designed for the advanced printmaking student, the main concern will be combined colour printing techniques based upon the individual's need. A folio of work will be produced to document this research. Technical aspects that surface will include photographic possibilities and dimensional prints.

**SOC. 100 (3) (4,0,0) (F,S)**  
**Social Structures**

The course systematically covers major topics and issues of concern to anyone who wishes to begin to understand and come to terms with the modern world in a personally and sociologically relevant way. The basic theme of the course is that we are, to a greater extent than generally imagined, produced, structured and run by the "social machine" or social or societal determinants. This structured aspect of society is comprised of institutions such as the family, religious institutions, the mass media, educational institutions, for example, as well as rules, customs, laws, ideologies, etc. Our society is also embedded with structural inequalities related to gender, social class and ethnicity. Utilizing what has been termed "the sociological imagination," the course looks at how we are influenced by these aspects of society and in turn how we react to these influences.

Both SOC. 100 and 101 are required for students intending to major in Sociology at SFU or UBC.

**SOC. 101 (3) (4,0,0) (F,S)**  
**Concepts of Theories of Society**

With current social conditions in mind, this course analyses the general development of sociological thought in the 19th and 20th centuries. We will look at a variety of sociological theories and approaches to understanding society (structural functionalism, conflict theory, symbolic interactionism, feminism and others) and employ these approaches to analyze events of current interest, importance and impact in society.

Both SOC. 100 and 101 are required for students intending to major in Sociology at SFU or UBC.

**SOC. 200 (3) (4,0,0) (F)**  
**Canadian Society**

*Prerequisite:* SOC. 100 or 101 or permission of the instructor.

An introduction to the study of Canadian society and culture, including an analysis of the major Canadian institutions studied on a national basis, with special emphasis on the dynamics of change in a complex multicultural society. Issues that explore the intersection of state, capital and labour with gender, class and ethnicity will be discussed as they relate to such concerns as multiculturalism, Aboriginal peoples and Quebec society.

**SOC. 201 (3) (4,0,0) (S)**  
**British Columbia Society**

*Prerequisite:* SOC. 100 or 101 or permission of the instructor.

A sociological approach to the dynamics of Canadian society with special emphasis on British Columbia. Close attention will be given to economic, historical and cultural developments which have shaped British Columbia from its early years into a modern industrial society. Contemporary social questions surrounding such issues as education, health, labour, Native land claims and resource questions will be discussed.

**SOC. 210 (3) (4,0,0) (S)**  
**Current Social Issues**

*Prerequisite:* SOC. 100 or 101 or permission of the instructor.

A study of social concerns and cultural problems common to current conditions in the 20th century in our society and in global perspectives. Classical sociological concepts will be used to examine current social issues in a global framework of political, economic, and cultural analysis, such as mass violence, the economics of the arms race, the sociology of war and peace, social inequality, etc. Current issues are

placed in the context of the student's daily world, as it is happening now — this should develop the student's sociological imagination. This course can be taken by itself, or as a complement to SOC. 211, Sociology of the Third World.

**SOC. 211 (3) (4,0,0) (F)**  
**Sociology of the Third World**

*Prerequisite:* SOC. 100 or 101 or permission of the instructor.

A study of the major theories of development and under development, social and cultural responses to under development, and the interrelationship of social institutions in and between the "developed" and "under developed" societies. This course will provide students with an opportunity to better understand the social, economic and political causes and effects of under development. Both sociological and "non-sociological" literature on the meaning and effects of "under development" will be considered. This course may be taken by itself or as a complement to SOC. 210, Current Social Issues.

**SOC. 222 (3) (4,0,0) (F)**  
**Sociology of the Arts**

*Prerequisite:* SOC. 100 or 101 or permission of the instructor.

A sociological study of art and artists in western and non-western societies. The course will relate the various art forms (painting, music, literature) to the social context in which they exist and to their social production; hence it will develop an understanding of the interrelationships between ideas (aesthetic codes), social institutions, cultural politics and political economy. This course is particularly recommended as a complement to SOC. 101 or 223. **Not offered 1998/99.**

**SOC. 223 (3) (4,0,0) (S)**  
**Media and Society**

*Prerequisite:* SOC. 100 or 101 or permission of the instructor.

An intensive study of the relationship between a society's communication systems as media and its technological, economic and political base, its ideology, its behaviour patterns and its cultural life. This will encompass current forms of television, radio, magazines, all forms of advertisement, news production and the movies. This course is particularly recommended as a complement to SOC. 222 or 100.



**SPAN 100 (3) (4,1.75,0) (F,S)**  
**Beginning Spanish I**

This is a beginners' course which offers a comprehensive introduction to the Spanish language. Emphasis is placed on grammar and the development of the students' speaking, understanding and writing skills.

**SPAN 101 (3) (4,1.75,0) (S,Su)**  
**Beginning Spanish II**

*Prerequisite:* SPAN 100, Grade 10 Spanish completed, or permission from instructor.

A continuation of the work of SPAN 100, this course should be taken, whenever possible, in the term following SPAN 100. Recommended also for those who are considering taking SPAN 200 at a later date and need review work.

**SPAN 200 (3) (4,1.75,0) (F)**  
**Intermediate Spanish I**

*Prerequisite:* SPAN 100/101, Grade 12 Spanish completed with a minimum of a "C" grade, or permission of instructor.

A review of Spanish grammar with special emphasis on problematic areas normally encountered by students of the language. The reading, writing and oral fluency of the student will be improved through translations, compositions and extensive conversation practice. Also, the student will be introduced to Hispanic Literature. Classes will be conducted in the Spanish language only.

**SPAN 201 (3) (4,1.75,0) (S)**  
**Intermediate Spanish II**

*Prerequisite:* SPAN 200 with a minimum of a "C" grade, or permission from the instructor.

A continuation of the work of SPAN 200. This course should be taken, wherever possible, in the term following SPAN 200.

**THAI 100 (3) (4,1.75,0) (F)**  
**Beginning Thai I**

This course provides instruction and practice both in beginning language and in the cultural background which is so necessary to place the examples into meaningful contexts. The international phonetic alphabet is used to avoid confusion of sounds. The basic vocabulary and sentence structures are covered, and social routines and common idioms are stressed as well.

Students have time to practise all structures introduced, and are encouraged to initiate their own conversations.

At the end of the course students have better than survival-level fluency, and use only Thai for basic classroom routines. They are ready to learn to write.

**THAI 101 (3) (4,1.75,0) (S)**  
**Beginnning Thai II**

*Prerequisite:* THAI 100 or equivalent.

This course reviews the basic material of THAI 100, and introduces the script. Students learn how to write the words they already know.

More complex structures are introduced, along with more idioms, common expressions, and exceptions to basic rules. Classes are conducted almost all in Thai, except for occasional detailed historical or technical explanations.

At the end of the course students know how to respond to typical situations in Thai and to elicit basic everyday information from Thais. They can read simple Thai passages and the basic road signs and are at a level of reading and writing equivalent to Thai grade four students.

**THAI 102 (1.5) (3,1,0) (F)**  
**Introduction to Thai I**

*For Asia Pacific Management Cooperative program students only.*

This course is designed to provide APMCP students with basic Thai language skills and sensitize them to important cultural differences in concept and behaviour.

**THAI 103 (3) (3,1,0) (S)**  
**Introduction to Thai II**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* THAI 102 or instructor's permission.

This course is a continuation of THAI 102.

**THTR 100 (3) (2,4,0) (F)**  
**Acting I**

An introduction to a methodical approach to script, and the basic skills necessary to perform and stage contemporary monologues and scenes.

**THTR 101 (3) (2,4,0) (S)**  
**Acting II**

Develops skills in non-scripted theatre. Areas of exploration include improvisation, mask work, and playmaking. You will perform self-created work in class.

**THTR 120 (3) (4,0,0) (F)**  
**Elements of Theatre I**

An introduction to play study and the history of theatre from its ritual beginnings to the 17th century. Lectures, seminars, play reading, and theatre attendance are part of this course.

THTR 120 is normally taken with ENGL 100 in a combined seminar.

**THTR 121 (3) (4,0,0) (S)**  
**Elements of Theatre II**

Plays in the context of the history of theatre from the Restoration to the beginnings of modern theatre. Lectures, seminars, play reading and theatre attendance are part of this course.

**THTR 150 (3) (2,4,0) (F)**  
**Production & Design I**

An introduction to the basic elements of technical theatre and theatre design. Topics include stage management, scenic carpentry, theatre lighting, and scenic design.

**THTR 151 (3) (2,4,0) (S)**  
**Production & Design II**

A continuation of THTR 150. Topics include properties, sound, costumes, scenic painting, and makeup.

**THTR 190, 191, 192, 193, 194, 195 (1 each) (F,S)**  
**Practicum**

*Prerequisite:* Application to the coordinator at any time during the term.

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production or who are assigned to a production crew must register in this course.

**THTR 200 (3) (2,4,0) (F)**

*Prerequisite:* THTR 100 or permission of the instructor.

An intermediate scene study course focusing on text analysis and the performance of scenes and very short one-act plays.

**THTR 201 (3) (2,4,0) (S)**  
**Acting IV**

*Prerequisite:* THTR 200 or permission of instructor.

A scene study course which explores style in classical and contemporary plays. Scene study will emphasize

acting styles in groups of representative plays. Topics, set by the Department, will vary each term.

**THTR 205 (3) (2,4,0) (F)**  
**Bodywork**

A course in movement techniques. Students focus on body awareness, alignment, strength, flexibility and coordination.

**THTR 207 (3) (2,4,0) (S)**  
**Vocal Communication I**

A course in voice production and oral interpretation designed to free the speaking voice and develop expressive communication.

**THTR 210 (3) (2,4,0) (F &/or S)**  
**Acting for Film and Television**

An introduction to the acting techniques and technical skills needed to perform for the camera.

**THTR 220 (3) (4,0,0) (F)**  
**Conceptual Approaches I**

*Prerequisite:* THTR 120 or 121 or a 100-level Arts course.

An in-depth study of a specific theatre topic which will be set each term by the Department. This is a thematic, rather than a chronological, approach to the study of plays and theatre. Both theoretical and practical class methods may be used.

**THTR 221 (3) (4,0,0) (S)**  
**Conceptual Approaches II**

*Prerequisite:* THTR 120 or 121 or a 100-level Arts course.

The same format as THTR 220. This course studies a different topic.

**THTR 240 (3) (2,0,4) (F)**  
**Performing Arts Management I**

An introduction to the skills and organizational systems necessary to run a performing arts organization. A major emphasis will be company and season marketing strategies.

**THTR 241 (3) (2,0,4) (S)**  
**Performing Arts Management II**

A continuation of THTR 240 with an emphasis on resource development.



**THTR 250 (1.5) (2,0,0) (F)**  
**Senior Production Responsibilities I**

Introduction to the duties of senior production personnel including the Technical Director, Stage Manager, Stage Carpenter, Head Electrician, Head Wardrobe, Head Sound, Head of Flys, and Head of Properties.

**THTR 251 (1.5) (2,0,0) (S)**  
**Senior Production Responsibilities II**

A continuation of THTR 250.

**THTR 252 (1.5) (2,0,0) (F)**  
**Advanced Lighting & Sound I**

Teaches the advanced skills required to design and run the lighting and sound for both simple and complex shows.

**THTR 253 (1.5) (2,0,0) (S)**  
**Advanced Lighting & Sound II**

A continuation of THTR 252.

**THTR 254 (4.5) (0,12,0) (F)**  
**Practicum in Technical Theatre/Design I**

Students receive credit for intensive practical work on the technical or design areas of productions.

**THTR 255 (4.5) (0,12,0) (S)**  
**Practicum in Technical Theatre/Design II**

A continuation of THTR 254.

**THTR 260 (3) (4,0,0) (F)**  
**Analysis for Directing and Design**

Teaches script analysis for students of directing and design.

**THTR 290, 291, 292, 293, 294, 295 (1 each)(F,S)**  
**Practicum**

*Prerequisite:* Three credits of THTR 190 series and application to the coordinator at any time during the term.

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production or who are assigned to a production crew, and who have three credits in the THTR 190 series, must register in this course.

**THTR 340 (4.5) (0,0,12) (F)**  
**Internal Practicum in Performing Arts Management I**

*Prerequisite:* interview.

This is a seven-week practicum in which students rotate through various positions in the Capilano College Performing Arts Theatre.

**THTR 341 (4.5) (0,0,12) (S)**  
**Internal Practicum in Performing Arts Management II**

*Prerequisite:* interview.

A continuation of THTR 340.

**THTR 342 (6) (0,0,16) (F)**  
**Management Seminar and External Practicum I**

*Prerequisite:* interview

This is a seven-week placement with a professional performing arts organization in which the students can apply the knowledge and skills they learned in the classroom. A seminar is held at the end of the practicums in which the students meet and share what they learned from their placement.

**THTR 343 (6) (0,0,16) (S)**  
**Management Seminar and External Practicum II**

*Prerequisite:* interview.

A continuation of THTR 342.

**THTR 344 (1.5) (2,0,0) (F)**  
**Computer Applications in Performing Arts Management**

*Prerequisite:* interview.

This courses teaches the applications for computers in Performing Arts Management. Students gain an understanding of basic word processing, database/spreadsheet programs and desktop publishing.

**THTR 345 (1.5) (2,0,0) (F)**  
**Public Relations, Marketing and Promotion**

*Prerequisite:* interview.

In this course students examine how the image presented by an arts organization to the public affects their revenue potential. They learn how to shape that image and how to target and market to their potential audience.

**THTR 346 (1.5) (2,0,0) (F)**  
**Organizational Structures in the Performing Arts**

*Prerequisite:* interview.

This course provides students with an understanding of the organizational structures of a performing arts organization. It examines the role of boards of directors, volunteers, and paid personnel, and teaches the skills necessary to build successful relationships between these sectors.

**THTR 347 (1.5) (2,0,0) (S)**  
**Financial Management for the Performing Arts**

*Prerequisite:* interview.

This course is designed to teach fundamental accounting procedures such as the preparation of a general ledger, balance sheet, and income statement. Financial planning, budgeting, cash management, and payroll will also be covered.

**THTR 348 (1.5) (2,0,0) (S)**  
**Arts Advocacy, Grantsmanship and Fundraising**

*Prerequisite:* interview.

This course teaches the skills necessary to become an effective advocate for the arts. The students learn how to successfully complete grant applications and how to plan and execute a successful fundraising campaign.

**THTR 349 (1.5) (2,0,0) (S)**  
**Company and Tour Management**

*Prerequisite:* interview.

The purpose of this course is to provide students with an understanding of how a performing arts organization operates and how tours are planned and executed.

**THTR 360 (1.5) (4,0,32) (F,S)**  
**Directed Studies in Theatre I**

*Prerequisite:* audition or interview.

This intensive course is designed to meet the needs of students with several years of post-secondary training/experience in theatre. Students will concentrate on one of the four specialized areas of performance, production, scenography or direction. They receive instruction through: 1) a series of master classes conducted by faculty and *guest artists*, 2) involvement in the Performing Arts Theatre season, and 3) the Advanced Certificate in Theatre (ACT) season, which is chosen and mounted by ACT students.

**THTR 361, 362, 363, 365, 366, 367**

*Prerequisite:* audition or interview.

Modules of THTR 360 and THTR 364.

**THTR 364 (1.5) (4,0,32) (F,S)**  
**Directed Studies in Theatre II**

*Prerequisite:* audition or interview.

A continuation of THTR 360

**TOUR 100 (1.5) (1.5,.5) (S)**  
**Tourism Co-op Preparation**

This course will include a general overview of the co-op work experience. The specific areas covered will be goal setting, skills analysis, researching sectors and employers, job search techniques and preparation of resumé, cover letter and thank you letter. Assistance will be given in job search by faculty.

**TOUR 111 (3.0) (3.0,1) (S)**  
**Tourism: An Industry Perspective**

An introduction to the key concepts, language, and issues facing the tourism industry. Trends, market profiles and demographic factors, key industry sectors, tourism geography and key regional products in B.C., tourism's role in community development, social impacts of tourism, transportation, communication, and legal issues in tourism.

**TOUR 112 (3.0) (3.0,1) (S)**  
**Tourism Marketing**

The objectives of this course are to examine the existing tourism marketing system in Canada; to develop the student's understanding of Canadian tourism marketing and the basics of consumer marketing; and to enable the student to relate to current aspects of tourism business and how they affect Canadian tourism marketing.

**TOUR 113 (3.0) (3.0,1) (S)**  
**Human Resource Management in Tourism**

Human resource issues, job analysis, recruitment, interviewing, orientation, training and development, performance management, legislation, and labour-management relations.

**TOUR 114 (3.0) (3.0,1) (S)**  
**Organizational Behaviour in Tourism**

Individual behaviour, interpersonal communication skills, decision-making, group dynamics and team building, service management, conflict resolution, negotiation, and giving performance feedback.



**TOUR 116 (3.0) (3.0,1) (F)**  
**Financial Planning in Tourism I**

Financial control methods, inventory control, labour costs and controls, employee scheduling, payroll, loss prevention, reporting, accounting applications, financial statements, cash/credit transactions, basic financial planning.

**TOUR 118 (3.0) (3.0,1) (F)**  
**Special Events as Tourism Generators**

This course will cover all aspects of event management and event marketing: choosing the right event, designing a business (event) plan, event/cause marketing, sponsor proposals, managing the pre-event, event day(s) management, and post event activities. Students will design a new special event and prepare a business plan for that event. The course will also include case studies from existing events.

**TOUR 120 (3.0) (3.0,1) (F)**  
**Adventure and Eco-Tourism**

Adventure tourism products will be examined; economic impact of the industry, selling adventure tourism, identifying markets, packaging, legal liability, organization and structure of the industry, government's role in area and activity management, resource management issues, protecting resource areas, eco-tourism issues, land use planning, and product opportunities.

**TOUR 123 (3.0) (3.0,1) (F)**  
**Tourism Advertising**

This course is designed to give the student an understanding of the major aspects of Canadian tourism advertising. The course will cover advertising planning, creative strategies and execution as well as developing "real life" advertising campaigns.

**TOUR 125 (3.0) (3.0,1) (S)**  
**Financial Planning in Tourism II**

Designing a business plan, financial planning techniques, financial goal setting for tourism managers.

**TOUR 127 (3.0) (3.0,1) (F)**  
**Tourism Resource and Community Planning**

An overview of tourism resource management issues and approaches, including heritage and cultural tourism planning, tourism resource inventory and planning methods including GIS (Geographical Information System) techniques, community tourism planning, and sustainability issues in tourism.

**TOUR 130 (10.5) (10.5,0) (Su)**  
**Tourism Co-op Work Term**

The co-op work term is designed to apply classroom theory and skills through work experience. Students will spend four and one-half months in an acceptable industry placement and will be responsible to a specific industry supervisor. The goal is to develop high calibre graduates who are better able to assume productive jobs. Summer work placements are sought by the students, with faculty co-op advisors assisting them to find placement. Students apply for positions and are selected by the employees and the College.

Students' work performance and potential will be evaluated by the faculty and industry supervisor. Upon completion of the co-op work term, each student will make a major presentation to the class and faculty at a department retreat.

**TOUR 131 (3.0) (3.0,1) (S)**  
**Tourism Product Development**

With today's intense global competition for tourists combined with the subjective and tangible nature of the tourism experience, operations and destinations are now compelled to analytically and methodically develop appropriate tourism products. This course will examine how to effectively develop, package and position tourism products for success in the marketplace.

**TOUR 139 (3.0) (3.0,1) (S)**  
**Computer Applications in Tourism**

This course introduces participants to the creation of word processed documents using PC-based Windows/Graphical software Microsoft Word 7.0, an introduction to spreadsheet concepts using Microsoft Excel 7.0, an Introduction to PowerPoint—a graphic presentation package. The course also introduces the student to Windows95 and the graphical user interface, to the basic computer hardware requirements and the use of Internet Explorer to access the Internet and send mail.

**TOUR 231 (3.0) (3.0,1) (S)**  
**Tourism Research and Consultancy**

The role and function of consultants in tourism will be examined including the nature of the consulting business, business ethics, politics of consulting, business planning, staffing, marketing your services, consultant resumés, nature of competition, types of clients and client expectations. Analyzing and responding to requests for proposals, researching RFPs and writing proposals.

**TOUR 232 (3.0) (3.0,1) (S)**  
**International Tourism Policy and Planning**

A geographical overview of the Asia-Pacific region including demographics, physiography, environmental issues, tourism destinations and travel patterns. A review of politics in tourism and Asia-Pacific region national tourism policies. Methodology and approach to tourism policy analysis, comparative tourism development case studies, regional tourism policy and planning. Role of development agencies and tourism organizations.

**TOUR 233 (3.0) (3.0,1) (S)**  
**Cross Cultural Tourism**

An overview of cross-cultural issues in tourism. The nature of prejudice and racism is examined as are effective communication skills and behaviours in selected cultures: gender relationships, business and social customs, body language, negotiation skills and others.

**TOUR 233 (3) (3.0,) (F)**  
**Cross Cultural Issues**

This course deals with the cultural aspects of providing/delivering outdoor recreation activities to both international clients coming to Canada and Canadian clients going off-shore. A component which deals specifically with First Nations cultures is also included.

In addition to acquiring practical knowledge about culture in general, participants research and present information on a variety of specific cultures, with the link between cultural knowledge/skills and the success of Outdoor Recreation activities being stressed.

**TOUR 239 (3.0) (3.0,1) (F)**  
**Advanced Computer Applications in Tourism**

This course introduces participants to the production of spreadsheet documents using PC-based Windows/Graphical software, as well as database concepts using database management software.

**TXTL 153 (3) (4,0,0) (S)**  
**Introductory Drawing II**

*Prerequisite:* TXTL 154 or any other drawing courses or by portfolio.

This course is a further exploration of drawing media and techniques in which students explore a balance between technical/perceptual skills and personal expression. Study includes both representational and interpretive work in assorted media, including charcoal, conte, ink and collage. Students will develop confidence, knowledge, graphic sensitivity and facility

with media while learning more about line, value, structure, depth and space and composition as they work with various still life set-ups and the human figure.

**TXTL 154 (3) (4,0,0) (S)**  
**Introductory Drawing I**

This course offers students drawing skills that will be useful in their practice. Concentration will be given to the study of primary drawing media and basic techniques, including pencil, pen and ink, brush and ink, marking pens, conte and pastel. It includes the study of perspective drawing from direct observation and representational rendering techniques of objects, structures, surfaces and textures. Students will learn how to visualize in graphic terms, to symbolize and to stylize in terms of line and line characteristics, and to develop power of observation and graphic sensibility.

**TXTL 158 (3) (4,0,0) (F)**  
**Design I**

Basic design elements and principles of colour theory will be studied. Sources of inspiration and imagery will be explored using a variety of materials and processes. Two-dimensional repeat design will be studied for application to surface decoration and compositional elements will be investigated and adapted for textiles. Main project will be presented in textiles.

**TXTL 160 (3) (4,3,0) (F)**  
**Textile Surface Design I**

This is an introduction to traditional methods of printing on fabric using found objects, blocks and stamps with pigment and dyes. Wax resists and bleach discharge effects will be explored. Bound and tied resists will also be used with natural and fibre-reactive dyes. Design possibilities will be studied for each medium and traditional dye techniques from many cultures will be examined.

**TXTL 161 (3) (4,3,0) (S)**  
**Textile Surface Design II**

*Prerequisite:* TXTL 160.

This is an introduction to printing fabric with stencils using pigments, fibre-reactive and natural dyes. Katazome techniques with rice paste resists will be demonstrated. Applique and stitching techniques will be used for surface decoration and design possibilities for each medium will be explored. Printed fabrics from different cultures and time periods will be studied.



**TXTL 168 (3) (4,3,0) (F)**  
**Weaving I**

This course is divided into two parts. One segment deals with basic fibre properties and construction techniques such as felting, yarn construction, dying and various off-loom weaving techniques. Twining and coiling for basketry will be studied and historical as well as contemporary objects from various cultures will be discussed. Tapestry is the subject of the second half of the course. A sampler is woven to learn the basic vocabulary of traditional techniques. Analysis of techniques used by medieval and contemporary artists helps students to explore the application of the basic techniques. Studies in tapestry include the discussion of the great mural tapestries of medieval Europe and the rebirth of tapestry during the 20th century. One finished piece is woven.

**TXTL 169 (3) (4,3,0) (S)**  
**Weaving II**

This introduction to loom weaving includes warping the loom and drafting pattern weaves on four harnesses. It will include samples and finished pieces, with an emphasis on colour relationships, textures, and use of different fibres. Controlled dye techniques will be introduced and historical and contemporary weaving from different cultures will be studied.

**TXTL 178 (3) (4,0,0) (S)**  
**Design II**

*Prerequisite:* TXTL 158.

Elements and principles of 2-D and 3-D design and advanced colour studies will be explored. Problem solving techniques and concepts focusing on themes will be used to explore sources of imagery and inspiration. Different design media with their adaptation to textiles will be used.

**TXTL 230 (3) (4,0,0) (S)**  
**Professional and Business Skills in Arts and Crafts**

*Prerequisites:* One year full-time study in a visual arts program or equivalent experience.

This course addresses basic self-management practices in the arts; topics include the current cultural climate, networking, finding contracts, creating a business and action plan, developing a communications package, financial management and understanding legal issues. It gives an overview and practical hands-on experience of various careers in arts and crafts and provides the resources for setting up a self-employed career in the arts.

**TXTL 267 (3) (4,0,0) (F)**  
**Weaving III**

*Prerequisite:* TXTL 169.

Hand-manipulated structures, ikat and painted warps will be explored. The first part of the course emphasizes weave structures for use in three-dimensional work or for imagery, i.e. double weave and weft brocade; the second part looks at graphic imagery and weaving. Both technical skills and personal expression will be developed, and traditional and contemporary textiles will be discussed in class and through research.

**TXTL 268 (3) (4,3,0) (S)**  
**Weaving IV**

*Prerequisite:* TXTL 267.

This is a further exploration of techniques and ideas in weaving and/or combinations with other methods of textile constructions. Students will develop a personal focus and necessary techniques for individually designed projects, involving sampling, research and final projects. Techniques can include rug-weaving, advanced multi-harness weaving, supplementary warp/weft, as well as advanced projects in felt, basketry and off-loom techniques. Critical discussions will be encouraged in class.

**TXTL 284 (3) (4,0,0) (F)**  
**Textile Surface Design III**

*Prerequisite:* TXTL 161.

This study of screen printing techniques using paper, wax, screen filler and direct emulsion stencils involves a variety of methods for producing a repeat design with different registration possibilities. There will be an option for using photographic stencils for projects. Light sensitive dyes will be used for direct effects on fabric and hand-painting with different dyes and pigments will be combined with screening techniques.

**TXTL 285 (3) (4,3,0) (S)**  
**Textile Surface Design IV**

*Prerequisite:* TXTL 284.

Direct hand-painting techniques will be introduced and different dyestuffs and pigments for natural and synthetic fabrics will be used. Relief and 3-D fibre construction methods will be used with fabric embellishment techniques and direct dyeing techniques to create fibre structure. Basic paper-making techniques will be studied, exploring the possibilities of paper collage, cast paper, use of different pulps, colouring and making pulp from plants.

**TXTL 290** (3) (4,0,0) (F)  
**Precision Dyeing**

*Prerequisite:* First year of Textile Arts program or equivalent.

This course teaches precision dye methods with a range of synthetic and natural dyes for use with different yarns and fabrics. It provides technical knowledge for the safe use of dyes, how to achieve a colour match and how to create various aged looks for applied situations in film or theatre or for a special project.

**TXTL 367** (4.5) (4,6,0)  
**Weaving V**

Students will expand their knowledge of basic weaves through experimental pieces and finished projects. Hand-manipulated structures, such as double weave and brocading, will be explored as well as working with colour through ikat, painted and printed warps.

This course emphasizes graphic approaches to weaving; the use of figurative and symbolic imagery or abstract patterning. Both technical skills and personal expression will be developed and traditional and contemporary textiles will be discussed in class and researched.

**TXTL 368** (4.5) (4,6,0)  
**Weaving VI**

This is a further exploration of techniques and ideas in weaving and/or combinations with other methods of textile constructions. Students will develop necessary techniques for individually designed projects, involving sampling, research and final projects.

Topics can include loom-weaving such as rug-weaving, computer assisted designing for advanced pattern weaving and special techniques designed for three-dimensional weavings; non-woven techniques include felting, basketry and off-loom techniques. Students will be encouraged to combine weaving with surface design processes and other media.

**TXTL 384** (4.5) (4,6,0)  
**Surface Design V**

The study of screen printing using paper, wax and direct emulsion stencils involves a variety of methods for producing single images as well as repeat designs with different registration possibilities. Photographic effects will be explored in combination with discharge and resist processes. Light sensitive chemicals will be used for direct effects on fabric and hand-painting with different dyes and pigments will be combined with screening techniques.

**TXTL 385** (4.5) (4,6,0)  
**Textile Surface Design VI**

Basic paper-making techniques will be studied, exploring the possibilities of paper collage, cast paper, use of different pulps, colouring and making pulps from plants. Relief and 3-D fibre construction methods will be used with fabric embellishment techniques and direct dyeing techniques to create fibre structure. Direct hand-painting techniques will be introduced and different dyestuffs and pigments for natural and synthetic fabrics will be used. Chemical processes will be introduced which alter the structure of the cloth by distressing, shrinking, and destroying parts of it.

**VIET 102** (1.5) (3,1,0) (F)  
**Introduction to Vietnamese I**

*For Asia Pacific Management Cooperative program students only.*

This course is designed to offer APMCP students a basic knowledge of Vietnamese and to enable them to gain an appreciation of the Vietnamese culture and society.

**VIET 103** (3) (3,1,0) (S)  
**Introduction to Vietnamese II**

*For Asia Pacific Management Cooperative program students only.*

*Prerequisite:* VIET 102 or instructor's permission.

This course is a continuation of VIET 102.

**WMST 100** (3) (4,0,0)  
**Introduction to Women's Studies**

This course will examine the status and role of women in Canadian society. Topics will include the impact of Women's Studies on traditional academic disciplines; the nature and origins of patriarchy; women and work; reproductive rights, pornography and sexuality. It will investigate issues of power centering around race, class and sexuality. It will trace the development of gender role divisions in the family and other social institutions; examine the influence of education, media and art on the development of women's social and legal status.

**WMST 102** (3) (4,0,0)  
**Political Economy of Women**

This course will examine women's work from the pre-industrial time until today. Topics such as participation in the workplace, inequality in the labour markets, exclusion of household production in the system of National Accounts and attempts to measure unpaid work will be covered. The course will also examine the



impact of free trade, technology, privatization, and economic restructuring on women. Topics will also include an examination of the effects of the mounting debt and economic crisis on women in the less developed countries. Issues of current interest such as the comparable worth movement and the child care industry will be discussed.

**WMST 104 (3) (4,0,0)**  
**Contemporary English-Canadian Women Writers**

A discussion-oriented course intended to broaden the students' awareness of, and appreciation for, literature produced by women writers with emphasis on contemporary writers. It will also introduce students to current feminist literary theory.

**WMST 106 (3) (4,0,0)**  
**Contemporary American Women Writers**

A discussion-oriented literature course intended to broaden and intensify the student's awareness of and appreciation of contemporary and recent important American women authors. There will be brief consideration of 19th and early 20th century works, but the focus will be on works published since WWII, including works of the 1980s. Although the focus will be on plays, stories, novels, and poetry, there will be some exploration of those biographical matters and issues of critical status that mark the rise of women's writings from a sub-genre to full status acceptance by the best critics today.

**WMST 110 (3) (4,0,0)**  
**Women and Psychology**

In this course we examine the psychological construction of gender-roles, their development in childhood and maintenance in adulthood. The course will examine current research in biology, socialization, personality and mental health, and will include issues of current interest such as sexuality, aging, violence against women, gender relations and the workplace.

**WMST 113 (3) (4,0,0)**  
**Women in Politics**

This introductory course in Women's Studies will examine women's political participation in the political process from a multidisciplinary feminist format. The course will focus on Canadian examples and encourage students to examine the difficulties that affect women in particular. Students will be encouraged to research possible solutions to increasing women's political participation.

**WMST 122 (3) (4,0,0)**  
**Women in Anthropology**

In this course the anthropological perspective will be applied to women in different cultures of the world: their role in economic, political, religious, kinship, and expressive systems; exploration of the work of women anthropologists and the effect of theory on understanding women; women's experience in cultures of the world.

**WMST 130 (3) (4,0,0)**  
**Women and Art**

This course surveys the history of women's involvement in Western art. The position of women in the visual arts and art history will be discussed and the methodological issues involved in reclaiming the history of women artists explored. Women's role as producers of art will be considered from Antiquity to the 20th century and the social, cultural and economic background of each period will be examined in order to understand the conditions under which these artists worked. The image of women in art will be looked at to reveal the underlying ideologies of each period.

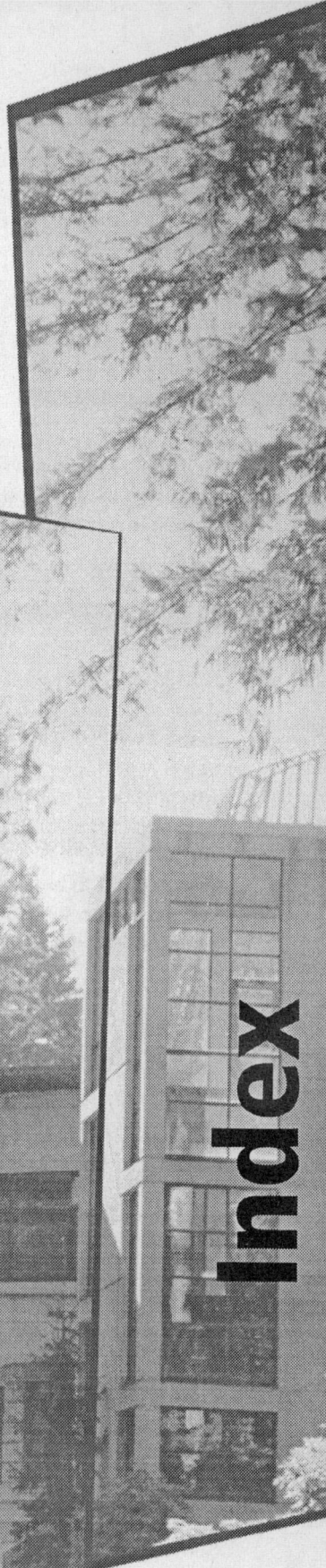
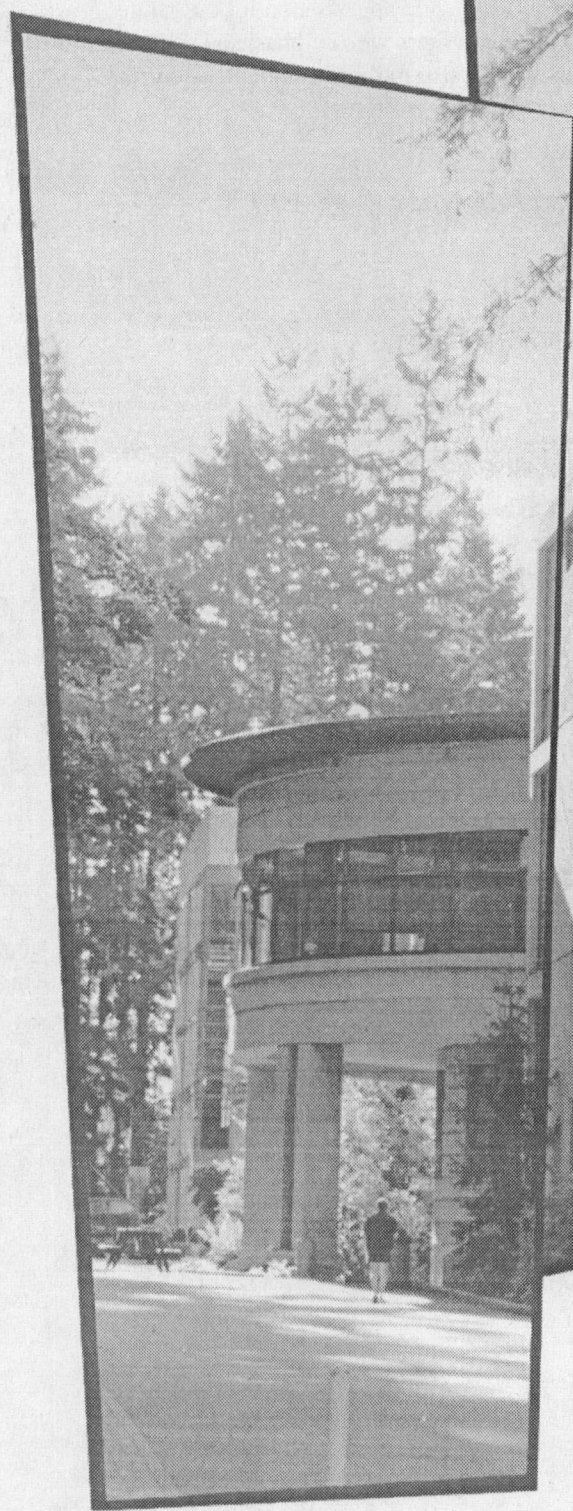
Students taking WMST 130 will not receive duplicate credit for AHIS 109.

**WMST 140 (3) (4,0,0)**  
**Women, Science and Technology**

This course will provide an insight into the role that science and technology play in our society and their impact on the lives of women. Topics will include an historical review of the role women have played in the development of science, investigation of the reasons for the traditionally low participation of women in scientific and technical fields, the relationship between science and gender and discussion sessions on a variety of topics such as ecofeminism, ecology and the environment, reproductive technologies, sociobiology, information technology.

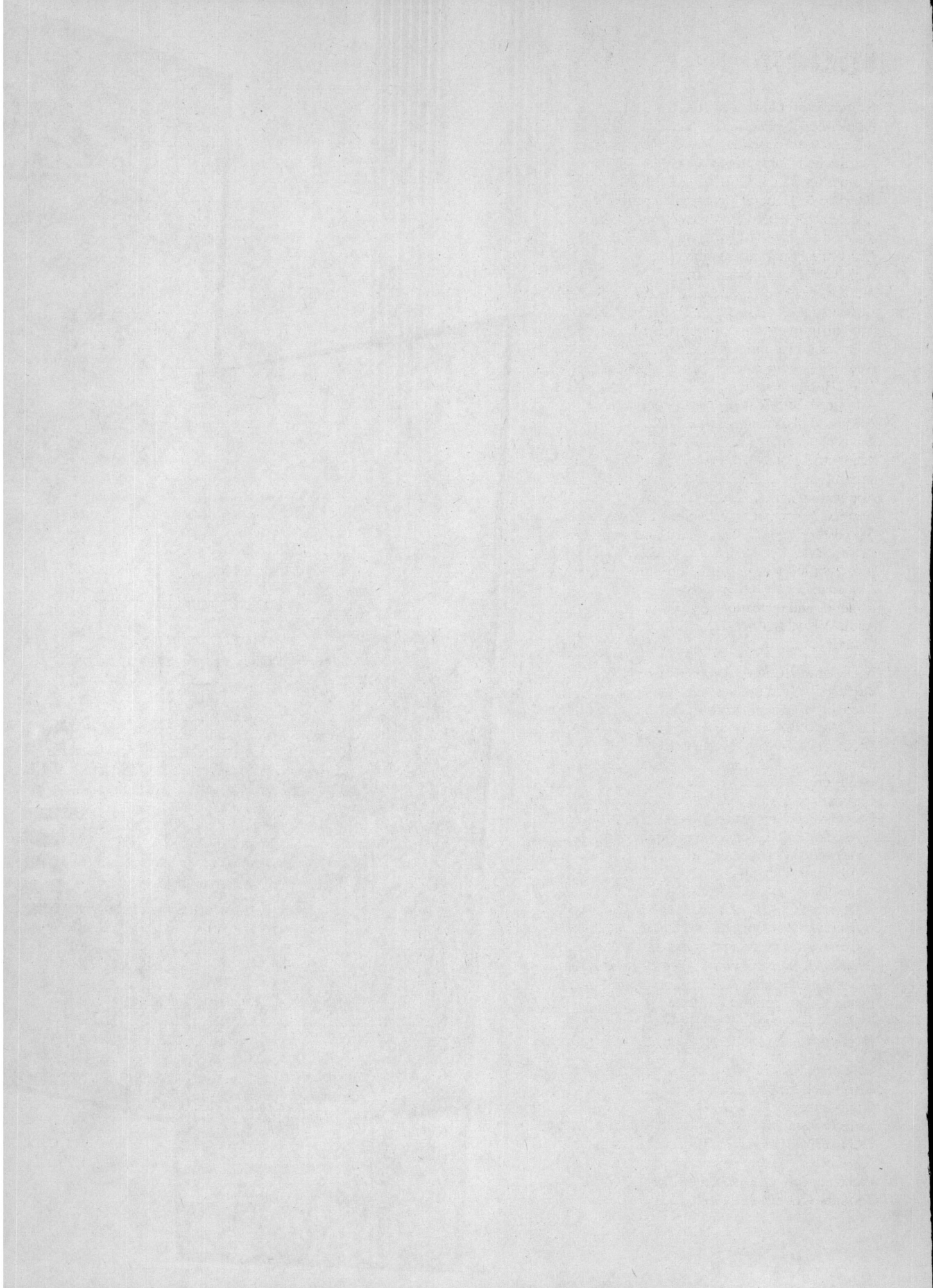
**WMST 220 (3) (4,0,0)**  
**Women and the Past: An Historical Survey**

We will examine the lives of women in the western world from the ancient times to 20th century North America. Private lives as well as public and political activities will be studied. Topics will include the origins of patriarchy, the role of women in Early Christianity, women in monasticism, women and the family in pre-industrial Europe, the impact of industrialization, pioneers and pathbreakers, and the rise and nature of women's movements.



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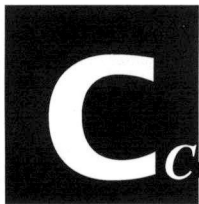


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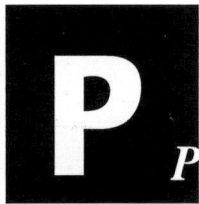
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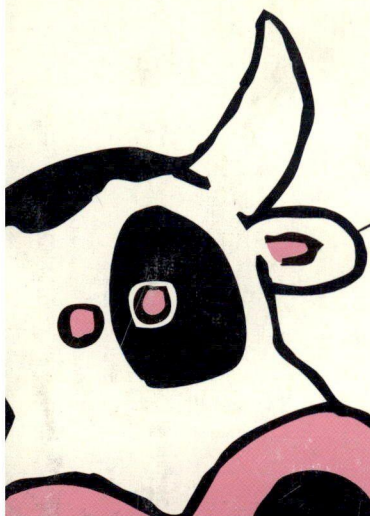


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